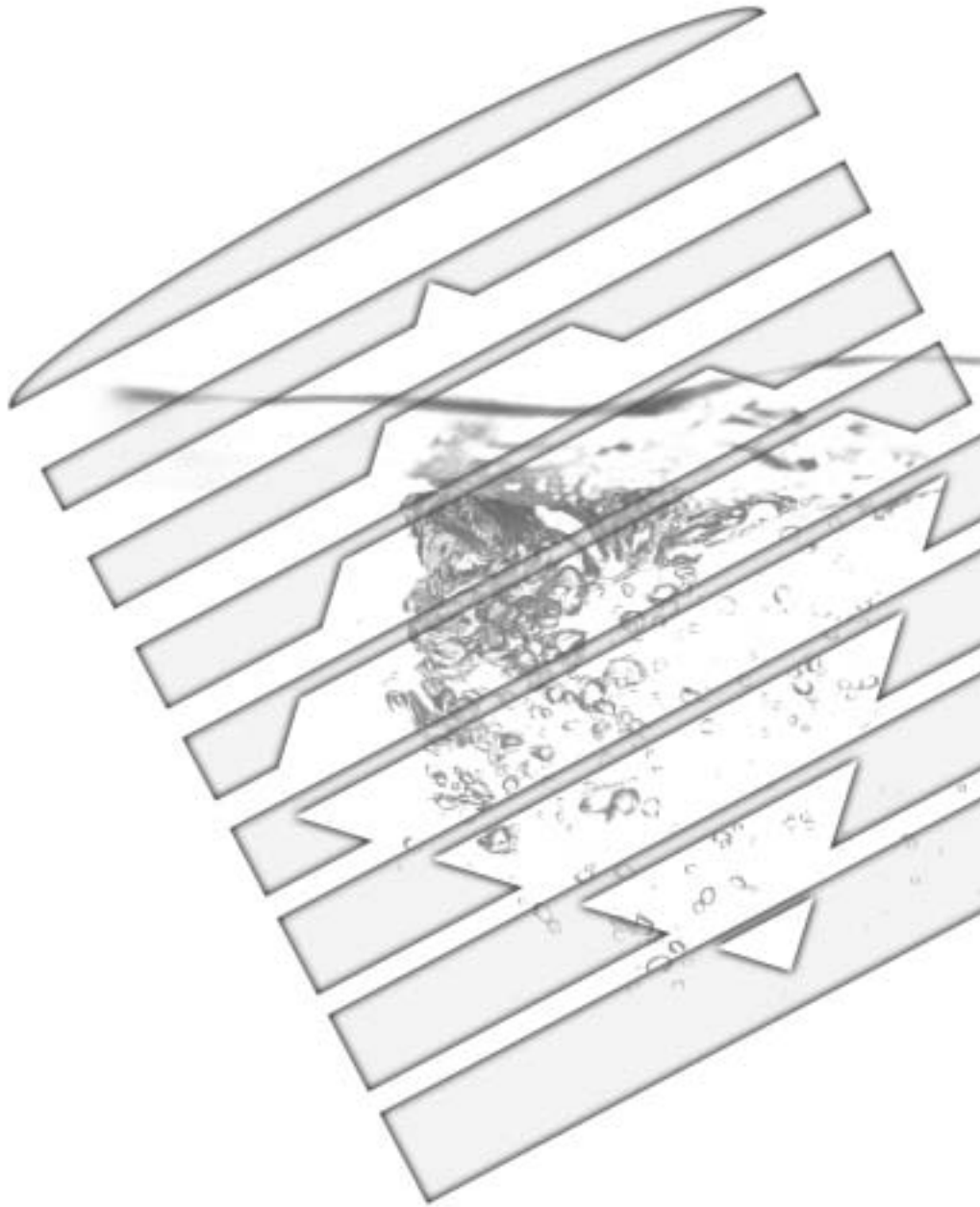


FuelsManager[®]

AVIATION

9600 Version 7.0
USM011GVAE0106

User Manual



Automation Solutions for oil & gas, defense and aviation applications

Varec[®]

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Using This Manual

The FuelsManager Aviation User Manual is intended for system operators, and explains how to use all editions of the FuelsManager Aviation suite of products.

Before reading this guide, you should become familiar with the operation of Microsoft Windows.

Windows Terminology

The FuelsManager user interface is based upon the Microsoft Windows Graphical User Interface (GUI) standard and complies with SAA (System Application Architecture standard for open systems). All top-level menus, dialog boxes and mouse-driven interfaces adhere to the published standards for Microsoft Windows. This manual uses the terms described in the following tables when describing operator actions and windows elements for step-by-step instructions.

Actions in Windows

Actions	Description
Point	To move the mouse pointer until it rests on the item of choice
Click	To quickly, press and release the mouse button once
Double-click	To quickly, press and release the mouse button twice in succession
Drag	To hold down the mouse button while moving an object across the computer screen
Release	To quit holding down the mouse button after dragging an item
Select	To pick an item on a menu, button or to highlight text or graphics usually via a single click). Selecting does not initiate an action
Choose	To pick an item to carry out an action. Often needed to select an item before choosing it (usually via a double-click).

Window Elements

Elements	Description
Program Icon	Provides a pop-up menu, which allows window modification
Title Bar	Shows the title of the application, document or FuelsManager graphic screen
Menu Bar	Lists of available menus. Most applications have a File menu, Edit menu, and a Help menu, as well as menus unique to the application
Menu	A menu contains a list of commands or actions performed by the operator. Also referred to as a pop-up/drop-down menu.
Dialog Box	A movable window that is displayed on screen in response to the user selecting a menu option. It provides the current status and available options for a particular feature in the application
Window	A scrollable viewing area on screen. May refer to the entire application in a window
Window Title	The Window title can be the name of an application, document, group, directory or file depending on the type of window in which it appears
Close Button	Use this button to close the window or application.
Maximize Button	Use this button to enlarge the application window so that it fills the entire desktop
Minimize Button	Use this button to reduce the application window to an icon at the bottom of the screen.
Restore Button	This button can restore an application window to its previous size and location
Window Border	The Window border is the outside edge of a window. The user can change the window size by dragging the border in or out on each side of a window

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1 Introduction

FuelsManager Aviation provides an integrated software suite for conducting real-time dispatch, into-plane, inventory management, and electronic fuels accounting. FuelsManager Aviation includes:

- A set of software tools for daily fuels accounting, including paper ticket validation, reporting, and ExSTARS reporting.
- Software tools for real-time dispatch operations, electronic fuel ticketing, and flight schedule integration.
- Into-plane features to provide real-time fueling data and updates to fueling agents on the ramp, and to automatically capture fueling data and status at the wingtip.

FuelsManager also offers paperless transfer of fueling data through all stages of the fueling process.

1.1 Using This Manual

See the following table to locate the information you need to use the FuelsManager Aviation software.

If your work is	See these chapters
Fuels Accounting	Chapter 2, "Getting Started with Fuels Accounting" on page 3 through Chapter 4, "Reconciling Accounts" on page 25
Dispatch	Chapter 5, "Getting Started with Dispatch" on page 45 through Chapter 11, "Using Automatic Data Capture in Dispatch" on page 91
Fueling	Chapter 12, "Using FuelsManager IntoPlane" on page 95 Chapter 13, "Using FuelsManager Kiosk" on page 135
Fuels Accounting, Management	Chapter 14, "Using the Web Server Interface" on page 159

1.2 Key Tools

1.2.1 FuelsManager Aviation Fuels Accounting

If you are a fuel facility operator, you will use this application to manage the fuel site. See Chapter 2 on page 3 for more information.

1.2.2 FuelsManager Aviation Dispatch

If you are a fuel facility dispatcher, you will use this application to manage the fuel site. See Chapter 6 on page 51 for more information.

1.2.3 FuelsManager IntoPlane

If you are a fueling operator, you may be able to use a handheld computer running FuelsManager IntoPlane to enter your fuel tickets electronically at the aircraft. See Chapter 12 on page 95 for more information.

1.2.4 FuelsManager Kiosk

If you are a fueling operator, you may be able to use a FuelsManager Kiosk to enter your fuel tickets electronically after you have completed fueling operations. See Chapter 13 on page 135 for more information.

1.2.5 FuelsManager Web Server

If your facility has installed the FuelsManager Web Server, you may be able to enter transactions and open reports for your facility using a web browser. See Chapter 14 on page 159 for more information.

2 Getting Started with Fuels Accounting

FuelsManager Aviation provides powerful, easy-to-use software for fuels accounting for aviation fuel products throughout the distribution process.

Note! Fuels Accounting features are available with all FuelsManager Aviation editions.

This chapter briefly describes the aviation fuels accounting process, and describes how to start the Accounting application. A checklist for daily and end-of-month fuels accounting is also included.

2.1 Introduction to Aviation Fuels Accounting

2.1.1 Aviation Fuels Accounting Process

To fuel aircraft, fuel (product) must be moved through a number of physical stages. These stages are:

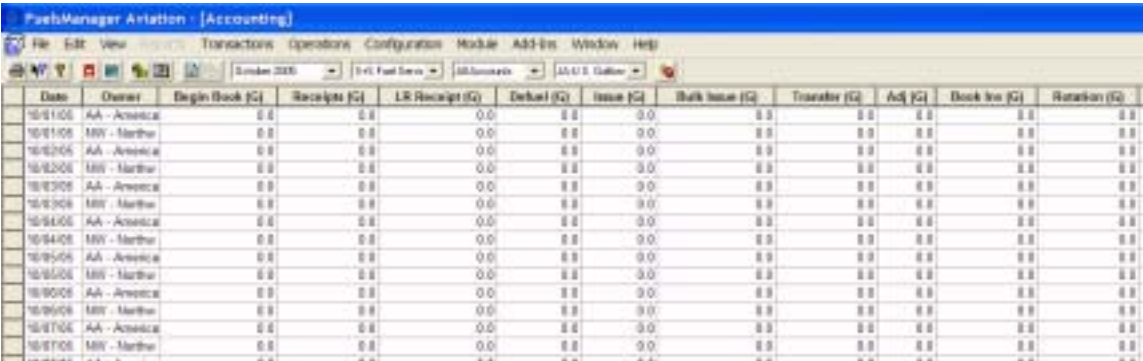
1. You **request** fuel from a **supplier** that you have a contract with.
2. When it arrives, you receive the fuel and enter a **receipt** in Aviation Accounting.
3. At that point you can **transfer** the product to other primary storage tanks or to secondary storage items or trucks (**Load Rack**).
4. When you service aircraft or vehicles (destination), you enter an **issue**.
5. If for some reason, you need to take that fuel from a destination, you can enter a **defuel** to put the fuel back into the secondary storage item.

2.1.2 Daily & Month-End Fuels Accounting Procedures

- 1. Obtain the daily transaction file.
- 2. Import the daily transaction file.
- 3. Perform Meter Reconciliation.
- 4. Enter any Receipts for the day.
- 5. Enter other airline transactions.
- 6. Enter any Bulk Issues for the day.
- 7. Enter any transfers for the day.
- 8. Enter any adjustments for the day.
- 9. Enter Physical Inventory transactions.
- 10. Perform Inventory Reconciliation.
- 11. (Month End only) Perform Closeout to lock down the transactions.

2.2 Starting the Accounting Application

- 1. On the Windows taskbar, select Start > Programs > FuelsManager > Aviation > Aviation. The FuelsManager Aviation window appears.
- 2. On the menu, select Modules > Accounting.



FuelsManager Aviation - [Accounting]												
File Edit View Transactions Operations Configuration Module Add-Ins Window Help												
London 2005 1-15 Fuel Data All Records AA/UK/Galley												
Date	Owner	Begin Book (G)	Receipts (G)	LR Receipt (G)	Debit (G)	Issue (G)	Bulk Issue (G)	Transfer (G)	Adj (G)	Book Inv (G)	Rotation (G)	
10/01/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/01/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/02/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/02/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/03/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/03/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/04/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/04/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/05/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/05/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/06/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/06/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/07/05	AA - America	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10/07/05	MM - Marthe	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

2.3 Understanding the Accounting Work Area

2.3.1 Fuels Accounting Transactions

While all transaction types perform a unique operation, they have certain common features. These common features (General and Adjustment Information) appear in the transaction type dialog boxes, and are described in the following sections.

2.3.1.1 General Information Group

The General Information group contains six fields that identify the transaction and link it to other transactions in the accounting process.

Field	Description
Date	Lets you select the date of the transaction
Product ID	Lets you select the type of fuel used in the transaction.
Subtype, 2, 3	Lets you select from a list of transaction subtypes that provide detail to the transaction.

Field	Description
VCF	Lets you type the volumetric conversion factor (VCF) that can calculate the net volume from the gross in the absence of the temperature and gravity. Do not enter a VCF if you have the temperature and gravity.
Temp	Lets you type the product's temperature (in the denomination established in your Constants) at the time of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.
Gravity	Lets you type the product's gravity (in the denomination established in your Constants) at the time of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.

2.3.1.2 *Inventory Information Group*

The Inventory Information group contains 12 fields that specify the inventory for a transaction. The following table lists the fields that appear in the Inventory Information Group in the Transaction edit dialog boxes. Transactions column lists the transaction types that include the different fields.

Field	Transaction	Description
Ticket Number	Physical Inventory, Defuel, Issue, Load Rack, 24 Hour, Rotation	Lets you type the ticket number for the transaction
Reg ID	Defuel, Issue, 24 Hour, Rotation,	Lets you type the registration ID for the issuing equipment.
Destination ID		Lets you type the destination ID for the transaction.
Meter Begin and Meter End		Lets you type the meter reading before and after a transaction. The system uses meter readings to calculate the gross volume.
Gross		Lets you type the amount of product transferred in the transaction and change it if needed. The system uses the temperature, gravity, and gross volume to calculate the net volume.
Net		Displays the net volume transferred of the transaction. The system uses the temperature, gravity, and gross volume to calculate the net volume.

Field	Transaction	Description
Manager, Owner, Vendor, and Consumer		Lets you select the manager, owner, vendor, and consumer of the product in the transaction.
Notes		Lets you type a message or notice concerning the transaction that you want recorded. The system attaches a note to the transaction and saves it in the database.

3 Performing Daily Fuels Accounting

Note! Fuels Accounting features are available with all FuelsManager Aviation editions.

This chapter describes how to perform key fuels accounting tasks in FuelsManager Aviation.

3.1 Entering a Request

A request is a record of a request for the shipment of fuel from a supplier.

Step-by-step

Note! You must complete a Contract with Contract Line Items before you can enter a Request transaction. The Contract List options depend on the Contract Line Item information.

1. From the FuelsManager Aviation, click Transactions, then Request. The Request dialog box appears.

2. In the General Information group, select the entry and Required dates of the Transaction, and the product from the Product List.

3. In the Inventory Information group, select from the Contract List, type the Gross, and select from the Supplier List and the Shipping.

Note! If needed, type a Note concerning the transaction.

4. Click OK. Or click Apply to save the transaction and keep the dialog box open.

3.2 Entering a Receipt from a Request

This transaction type lets you record a receipt of fuel in response to a request. The receipt may or may not completely fulfill the initial request.

Note! You can enter a receipt without a corresponding request.

You can enter a receipt with or without a request. If the receipt has a request, follow the steps below. If it does not have a request see the Receipt Without a Request section.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions, then Receipt from Request. The Select Request dialog box appears.
2. Select the appropriate request
3. Click Open. The Receipt dialog box appears.
4. Select the date of the Transaction.
5. If this receipt is the last one from this request, click Final Receipt. If there will be more receipts as a result of the selected request, leave this checkbox clear.
6. Select a supplier from the Supplier List and the shipping mode from the Ship By list.
7. Type the Gross and Net volumes, as well as the GBL and Carrier Code.
8. If necessary, type a Note. This is optional.
9. Click Apply, then Close. The system saves the receipt to the database and closes the dialog box.

3.3 Entering a Receipt without a Request

In fuels accounting, a receipt is a shipment or delivery of product (fuel) from a supplier. A receipt increases inventory. A request is a record of a request for the shipment of fuel from a supplier. You can enter a receipt without a corresponding request.

The screenshot shows the 'Receipt Transaction' dialog box with the 'General' tab selected. The 'General Information' section includes a 'Date' dropdown set to '01/28/04', a 'Product ID' dropdown set to 'JA - JA - U.S. Gallons', and input fields for 'Vcf', 'Temp', and 'Gravity'. A checkbox for 'Include tax' is present. The 'Inventory Information' section includes dropdowns for 'Manager', 'Owner', 'Supplier', and 'Ship By', and input fields for 'Gross', 'Net', 'GBL', and 'Carrier Code'. A 'Notes' text area is at the bottom. Buttons for 'Close', 'Cancel', and 'Help' are at the bottom right.

Use the following procedure to enter a receipt transaction without a request:

Step-by-step

1. From the FuelsManager Aviation window, click Transactions, then Receipt. The Receipt Transaction dialog box appears.
2. Select the date of the Transaction.
3. Enter the VCF, Temp, and Gravity.
4. Select the Manager, Owner, and Supplier from their respective lists.
5. Select who it was shipped by from the Ship By list.
6. Type the Gross and Net volumes, as well as the GBL and Carrier Code.
7. If necessary, type a Note for this transaction

8. Click **Apply**, then **Close**.The system saves the receipt to the data-base and closes the dialog box.

3.4 Entering a Defuel

A defuel is a transaction that moves product from the consumer back to the secondary storage. This can occur for a variety of reasons. For example, a flight is cancelled for mechanical problems, so fuel is pumped from the aircraft (consumer) to a fuel truck (secondary storage). FuelsManager Aviation treats this as an increase to inventory.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Defuel. The Defuel dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.

Note! FuelsManager assumes forward-rolling meters for defuels (Volume = Stop - Start).

5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.5 Entering an Issue

In FuelsManager Aviation, an issue, or disbursement, means the movement of product from primary or secondary storage to a consumer.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Issue. The Issue dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Tail Number, and Flight Number and select the Registration ID.

4. Type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.6 Entering a Bulk Issue

A Bulk Issue transaction lets you record a disbursement of product to a non-aircraft location. A bulk issue is a disbursement from a bulk rack or hydrant made to a third-party vendor (customer), where by the point of pickup is classified as the Point of Sale.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Bulk Issue. The Bulk Issue dialog box appears.

2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and

Gravity. The system changes the item in the Subtypes list to match your edits.

3. In the Inventory Information group, type the Ticket Number, Tail Number, and Flight Number and select the Registration ID.
4. Type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.7 Entering a Load Rack Transaction

When fuel (product) is moved from primary storage (tanks) to secondary storage (such as a truck), this movement does not involve a change of ownership. You record this as a load rack transaction. Entering a load rack transaction decrements the amount of fuel held by an owner in primary storage and increments the amount held in secondary storage.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Load Rack. The Load Rack dialog box appears, for example, Disbursement.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Refueler, and Serial Number and select the Fill Stand.
4. Type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, and Vendor.

6. If necessary, type a note concerning this transaction in the Notes box.
7. Click **Apply** and **Close**.The system saves the transaction to the database and closes the dialog box.

3.8 Entering a Rotation Transaction

A Rotation transaction lets you record any product movement or transfer that does not affect primary or secondary storage amounts.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Rotation. The Rotation dialog box appears.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers.The system automatically calculates the Gross and Net figures.

5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

3.9 Modifying a Transaction

Step-by-step

1. From the FuelsManager Aviation window, double-click the transaction you want to modify. The Accounting Entries dialog box appears displaying the transactions.
2. Use the scroll bar to find the row that contains the transaction Date, Account Number, and Product ID. You will find the cell on that row, underneath the transaction type's column.
3. Select the transaction and click Modify. The Transaction's dialog box appears, for example, Adjustment.
4. Make the necessary changes and click Apply. The system updates the database with the changes.
5. Click Done. The system closes the dialog box.

3.10 Refreshing Fuels Accounting Journals

3.10.1 Refreshing a Fuels Accounting Journal

A journal needs to be refreshed if the transactions appear in red. If you have more than one month that contains red transactions, see the Refreshing All Journals section.

Step-by-step

- From the FuelsManager Aviation window, click Operations and select Refresh Journal. The system updates the grid window with the current records.

3.10.2 Refreshing All Journals

If you have more than one month with red transactions (usually after you have changed a transaction in a previous month), you will need to refresh all the journals to recalculate the amounts.

Step-by-step

- 1. From the FuelsManager Aviation window, select the first monthly journal that appears in red.
- 2. Click Operations and select Refresh All Journals. The system updates all journals in the system with the current records.




3.11 Checking Fueling Equipment Status

Step-by-step

- 1. From the FuelsManager Aviation window, select Modules > Equipment Status Board. The Equipment Status window appears.

FuelsManager Aviation - [Equipment Status: 1]

File Edit View Show Configuration Module Add-Ins Window Help

  Add equipment 

Equipment ID	Is Service?	Product	QC Due Date	Ref Code	Returns To Service	Volume	Eq Type Index	Product ID	Type Name	Fueling State	Description
AA		JA		1.81		20	12	12	Fil Board		
AB		JA		1.82		20	12	12	Fil Board		
AC		JA		1.83		20	12	12	Fil Board		
AD		JA		1.84		20	12	12	Fil Board		
AE		JA		1.85		20	12	12	Fil Board		
AF		JA		1.86		20	12	12	Fil Board		
AG		JA		1.87		20	12	12	Fil Board		
AH		JA		1.88		20	12	12	Fil Board		
AI		JA		1.89		20	12	12	Fil Board		
AJ		JA		1.90		20	12	12	Fil Board		
AK		JA		1.91		20	12	12	Fil Board		
AL		JA		1.92		20	12	12	Fil Board		
AM		JA		1.93		20	12	12	Fil Board		
AN		JA		1.94		20	12	12	Fil Board		
AO		JA		1.95		20	12	12	Fil Board		
AP		JA		1.96		20	12	12	Fil Board		
AQ		JA		1.97		20	12	12	Fil Board		
AR		JA		1.98		20	12	12	Fil Board		
AS		JA		1.99		20	12	12	Fil Board		
AT		JA		2.00		20	12	12	Fil Board		
AU		JA		2.01		20	12	12	Fil Board		
AV		JA		2.02		20	12	12	Fil Board		
AW		JA		2.03		20	12	12	Fil Board		
AX		JA		2.04		20	12	12	Fil Board		
AY		JA		2.05		20	12	12	Fil Board		
AZ		JA		2.06		20	12	12	Fil Board		
BA		JA		2.07		20	12	12	Fil Board		
BB		JA		2.08		20	12	12	Fil Board		
BC		JA		2.09		20	12	12	Fil Board		
BD		JA		2.10		20	12	12	Fil Board		
BE		JA		2.11		20	12	12	Fil Board		
BF		JA		2.12		20	12	12	Fil Board		
BG		JA		2.13		20	12	12	Fil Board		
BH		JA		2.14		20	12	12	Fil Board		
BI		JA		2.15		20	12	12	Fil Board		
BJ		JA		2.16		20	12	12	Fil Board		
BK		JA		2.17		20	12	12	Fil Board		
BL		JA		2.18		20	12	12	Fil Board		
BM		JA		2.19		20	12	12	Fil Board		
BN		JA		2.20		20	12	12	Fil Board		
BO		JA		2.21		20	12	12	Fil Board		
BP		JA		2.22		20	12	12	Fil Board		
BQ		JA		2.23		20	12	12	Fil Board		
BR		JA		2.24		20	12	12	Fil Board		
BS		JA		2.25		20	12	12	Fil Board		
BT		JA		2.26		20	12	12	Fil Board		
BU		JA		2.27		20	12	12	Fil Board		
BV		JA		2.28		20	12	12	Fil Board		
BW		JA		2.29		20	12	12	Fil Board		
BX		JA		2.30		20	12	12	Fil Board		
BY		JA		2.31		20	12	12	Fil Board		
BZ		JA		2.32		20	12	12	Fil Board		
CA		JA		2.33		20	12	12	Fil Board		
CB		JA		2.34		20	12	12	Fil Board		
CC		JA		2.35		20	12	12	Fil Board		
CD		JA		2.36		20	12	12	Fil Board		
CE		JA		2.37		20	12	12	Fil Board		
CF		JA		2.38		20	12	12	Fil Board		
CG		JA		2.39		20	12	12	Fil Board		
CH		JA		2.40		20	12	12	Fil Board		
CI		JA		2.41		20	12	12	Fil Board		
CJ		JA		2.42		20	12	12	Fil Board		
CK		JA		2.43		20	12	12	Fil Board		
CL		JA		2.44		20	12	12	Fil Board		
CM		JA		2.45		20	12	12	Fil Board		
CN		JA		2.46		20	12	12	Fil Board		
CO		JA		2.47		20	12	12	Fil Board		
CP		JA		2.48		20	12	12	Fil Board		
CQ		JA		2.49		20	12	12	Fil Board		
CR		JA		2.50		20	12	12	Fil Board		
CS		JA		2.51		20	12	12	Fil Board		
CT		JA		2.52		20	12	12	Fil Board		
CU		JA		2.53		20	12	12	Fil Board		
CV		JA		2.54		20	12	12	Fil Board		
CW		JA		2.55		20	12	12	Fil Board		
CX		JA		2.56		20	12	12	Fil Board		
CY		JA		2.57		20	12	12	Fil Board		
CZ		JA		2.58		20	12	12	Fil Board		
DA		JA		2.59		20	12	12	Fil Board		
DB		JA		2.60		20	12	12	Fil Board		
DC		JA		2.61		20	12	12	Fil Board		
DD		JA		2.62		20	12	12	Fil Board		
DE		JA		2.63		20	12	12	Fil Board		
DF		JA		2.64		20	12	12	Fil Board		
DG		JA		2.65		20	12	12	Fil Board		
DH		JA		2.66		20	12	12	Fil Board		
DI		JA		2.67		20	12	12	Fil Board		
DJ		JA		2.68		20	12	12	Fil Board		
DK		JA		2.69		20	12	12	Fil Board		
DL		JA		2.70		20	12	12	Fil Board		
DM		JA		2.71		20	12	12	Fil Board		
DN		JA		2.72		20	12	12	Fil Board		
DO		JA		2.73		20	12	12	Fil Board		
DP		JA		2.74		20	12	12	Fil Board		
DQ		JA		2.75		20	12	12	Fil Board		
DR		JA		2.76		20	12	12	Fil Board		
DS		JA		2.77		20	12	12	Fil Board		
DT		JA		2.78		20	12	12	Fil Board		
DU		JA		2.79		20	12	12	Fil Board		
DV		JA		2.80		20	12	12	Fil Board		
DW		JA		2.81		20	12	12	Fil Board		
DX		JA		2.82		20	12	12	Fil Board		
DY		JA		2.83		20	12	12	Fil Board		
DZ		JA		2.84		20	12	12	Fil Board		
EA		JA		2.85		20	12	12	Fil Board		
EB		JA		2.86		20	12	12	Fil Board		
EC		JA		2.87		20	12	12	Fil Board		
ED		JA		2.88		20	12	12	Fil Board		
EE		JA		2.89		20	12	12	Fil Board		
EF		JA		2.90		20	12	12	Fil Board		
EG		JA		2.91		20	12	12	Fil Board		
EH		JA		2.92		20	12	12	Fil Board		
EI		JA		2.93		20	12	12	Fil Board		
EJ		JA		2.94		20	12	12	Fil Board		
EK		JA		2.95		20	12	12	Fil Board		
EL		JA		2.96		20	12	12	Fil Board		
EM		JA		2.97		20	12	12	Fil Board		
EN		JA		2.98		20	12	12	Fil Board		
EO		JA		2.99		20	12	12	Fil Board		
EP		JA		3.00		20	12	12	Fil Board		
EQ		JA		3.01		20	12	12	Fil Board		
ER		JA		3.02		20	12	12	Fil Board		
ES		JA		3.03		20	12	12	Fil Board		
ET		JA		3.04		20	12	12	Fil Board		
EU		JA		3.05		20	12	12	Fil Board		
EV		JA		3.06		20	12	12	Fil Board		
EW		JA		3.07		20	12	12	Fil Board		
EX		JA		3.08		20	12	12	Fil Board		
EY		JA		3.09		20	12	12	Fil Board		
EZ		JA		3.10		20	12	12	Fil Board		
FA		JA		3.11		20	12	12	Fil Board		
FB		JA		3.12		20	12	12	Fil Board		
FC		JA		3.13		20	12	12	Fil Board		
FD		JA		3.14		20	12	12	Fil Board		
FE		JA		3.15		20	12	12	Fil Board		
FF		JA		3.16		20	12	12	Fil Board		
FG		JA		3.17		20	12	12	Fil Board		
FH		JA		3.18		20	12	12	Fil Board		
FI		JA		3.19		20	12	12	Fil Board		
FJ		JA		3.20		20	12	12	Fil Board		
FK		JA		3.21		20	12	12	Fil Board		
FL		JA		3.22		20	12	12	Fil Board		
FM		JA		3.23		20	12	12	Fil Board		
FN		JA		3.24		20	12	12	Fil Board		
FO		JA		3.25		20	12	12	Fil Board		
FP		JA		3.26		20	12	12	Fil Board		
FQ		JA		3.27		20	12	12	Fil Board		
FR		JA		3.28		20	12	12	Fil Board		
FS		JA		3.29		20	12	12	Fil Board		
FT		JA		3.30		20	12	12	Fil Board		
FU		JA		3.31		20	12	12	Fil Board		
FV		JA		3.32		20	12	12	Fil Board		
FW		JA		3.33		20	12	12	Fil Board		
FX		JA		3.34		20	12	12	Fil Board		
FY		JA		3.35		20	12	12	Fil Board		
FZ		JA		3.36		20	12	12	Fil Board		
GA		JA		3.37		20	12	12	Fil Board		
GB		JA		3.38		20	12	12	Fil Board		
GC		JA		3.39		20	12	12	Fil Board		
GD		JA		3.40		20	12	12	Fil Board		
GE		JA		3.4							

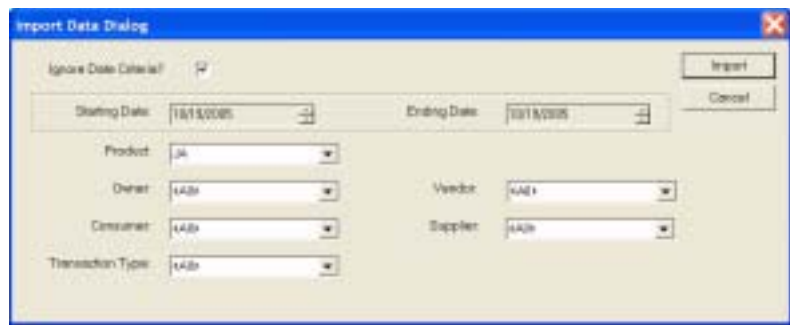
4 Reconciling Accounts

Note! Fuels Accounting features are available with all FuelsManager Aviation editions.

Inventory reconciliation means comparing physical fuel measurements (*physical inventory*) with the recorded transactions for that date (*book inventory*) to ensure that all *inventory* is accounted for. This chapter describes how to reconcile your accounts using FuelsManager Aviation.

4.1 Importing Data

You can import transactions from a CSV file type that has been created by the FuelsManager Aviation's Export feature.



Step-by-step

1. From the FuelsManager Aviation main screen, click File and select Import. The Import Data Dialog box appears.
2. If you want to import all transactions from the CSV file regardless of date, check the Ignore Date Criteria? checkbox. If you want to import only a specific date range from the CSV file, leave the checkbox unchecked and select a Starting Date and Ending Date.
3. Select the data assignments you want to enter --Product, Owner, Vendor, Consumer, Supplier, and Transaction Type. You can leave the selection to All to include all of the assignment selections.
4. Click Import. The system prompts you to select the file you want to import.
5. Select the file and click OK. The Manager Mapping Dialog appears.
6. Select the manager whose transactions in the CSV file you want to import in the Manager(s) to Import list. Leave the selection as All to import transactions of all managers.

7. Select the manager you want to import the transactions to in the System Managers list.
8. Click OK. The system starts importing the files. An Import Status dialog box appears and displays the progress of the importing. When the system is finished importing, it returns you to the Import Data Dialog.
9. Click Cancel to exit the Import Data Dialog.

4.2 Physical Inventory

Physical Inventory is the result of a physical measurement of your fuel inventory. FuelsManager Aviation handles this type of measurement with a Physical Inventory transaction that you can enter after performing the measurement. Standard use of Aviation Accounting requires you to enter a Physical Inventory transaction at least once a month, at the end of the month.

After entering the transaction, the system sets your beginning book inventory for the next month.

Note! If the Auto Physical Inventory feature has been set up at your site, you can use it to automatically create all physical inventory transactions for a given day. See section 4.2.2 on page 24 for more information.

4.2.1 Entering a Physical Inventory Manually

Physical Inventory Transaction

General | User Data

General Information

Date: 01/01/2004 Product ID: JA - JA - U.S. Gallons Vcf: 3025

Subtype Code: Subtype Code 2: Subtype Code 3: Temp: Gravity:

Inventory Information

Ticket Number: Gross: 0.0 Net: 0.0

Manager: Location:

Notes:

Close Apply Help

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select Physical Inventory. The Physical Inventory Transaction dialog box appears.
2. In the General Information group, select the Transaction Date, Product Index, and Subtype Code, and type the Vcf, Temperature, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Gross, and Net.
4. If you are running FuelsManager Inventory Management, you can select a tank for the Physical Inventory transaction by clicking Storage Locations. See the Storage Locations section for more information on this option.
5. Select the Manager and type the Location.
6. If necessary, type a Note concerning this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

4.2.2 Entering Physical Inventories Automatically

You can use the Auto Physical Inventory feature to quickly create all of the physical inventory transactions for a particular day. FuelsManager will use pre-configured settings to connect to the appropriate FuelsManager Oil & Gas system database and obtain gross and net inventory data and other information directly from the database.

Note! This feature must be configured by an administrator before you can use it to generate transactions.

Step by Step:

1. From the FuelsManager Aviation window, click Transactions and select Auto Physical Inventory. The Auto Physical Inventory Transaction dialog box appears.
2. Under Search Criteria, enter or select the appropriate search parameters:
 - Date: the date on which physical inventories were taken at the tank locations
 - Time: the time at which physical inventories were taken, +/- 12 hours.
 - Manager: the manager associated with the tank point
 - Product: the product stored in the tank
3. Under Transaction Creation, select the parameters to be applied to each generated transaction. For example, each physical inventory transaction you generate will show the date selected in the Inventory Date field.
4. Click the Refresh button. The following occurs:
 - a. FuelsManager Oil & Gas searches through the data for the selected tanks (identified on the Configuration tab) associated with the specified Manager and Product, within +/- 12 hours of the specified Date and Time.
 - b. FuelsManager Aviation Archive Manager checks to determine if any Physical Inventory transactions already exist for the specified date, manager, product, and location.
 - c. FuelsManager Aviation creates a new Physical Inventory transaction definition for each tank point if one does not already exist for the specified date, manager, product, and location. These new transactions are stored in a temporary table.
 - d. FuelsManager Aviation displays a list consisting of one Physical Inventory transaction for each tank point. Pre-existing transactions are shown as non-editable, disabled records

(colored grey and marked with 'x' in Status field). Tank points that do not have matching data within +/- 12 hours of the specified date and time are also marked as disabled with an 'x' in the status field.

Auto Physical Inventory

Auto Physical Inventory | Configuration

Search Criteria

Date: Oct 21 2005 Time: 12:00:00 AM Manager: S-S Fuel Services Product ID: JA-JA-U.S. Galles Refresh

Transaction Creation

Inventory Date: Nov 01 2005 Subtype Code: DOM Subtype Code 2: None Subtype Code 3:

Notes:

Status	Date	Ticket #	Location	Gross	Net	Temp	Gravity	Subtype Code	Subtype Code	Subtype Code
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 47 67	0.08	52.28	34.10	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	0.08	52.28	27.80	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 31 75	31.75	57.08	-6.80	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 41 67	111.1	67.43.38	-6.80	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	48.90	52.28	8.88	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 47 67	0.08	52.28	34.10	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	0.08	52.28	17.60	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	0.08	52.28	36.10	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	0.08	52.28	8.88	DOM	None		
x	10/21/2005 08:00		Westcoast 12/TESTWWS12/1 40 76	0.08	52.28	8.88	DOM	None		

* Transaction already exists. x Invalid date.

Aggregate

Close Create Help

Field	Description
Status	Checked if the transaction is new and contains Gross and Net volume data. Marked with an 'x' if the transaction already existed for this date, manager, product, and location. Only checked (enabled) transactions will be created when you press the Create button.
Date	The date selected in the Date field. Note that this can be different from the date associated with the tank point data in FuelsManager Oil & Gas. Non-editable.
Ticket #	Appears as "Auto-Generated" if the Auto-Generation ticket feature is on. Otherwise, this is an editable field.
Location	The mapped tank point's description from the selected FuelsManager Oil & Gas archive database. Only editable for an aggregated record.

Field	Description
Gross	The Gross volume from the selected FuelsManager Oil & Gas archive database. Displayed with the units and precision defined for the selected product in Accounting. Non-editable.
Net	The Net volume from the selected FuelsManager Oil & Gas archive database. Displayed with the units and precision defined for the selected product in Accounting. Non-editable.
Manager	The value selected in the Manager list. Non-editable.
Product	The value selected in the Product combo box above. Non-editable.
Temperature	The Temperature from the selected FuelsManager Oil & Gas archive database. Displayed with the units and precision defined for the selected product in Accounting. Non-editable.
Gravity	The Gravity from the selected FuelsManager Oil & Gas archive database. Displayed in the unit defined for the selected product in the Accounting. Non-editable.
Subtype 1	The value selected in the Subtype 1 list. Editable.
Subtype 2	The value selected in the Subtype 2 list. Editable.
Subtype 3	The value selected in the Subtype 3 list. Editable.
Note	The value entered in the Note field. Editable.

5. You can view or edit the transaction entries as follows:
 - You can sort the transaction data for any field by clicking on the column header. Transactions are sorted in ascending order by Location name by default.
 - To modify any of the new transactions, click on an editable field and change the value as appropriate.
 - To delete a transaction, select the transaction and press the Delete key.
6. To create the new transactions shown, go directly to step 8. If you would like to create an aggregate transaction, proceed to the next step.

7. To obtain an aggregate volume, select the Aggregate checkbox in the lower right corner of the dialog box. One transaction record is shown displaying the total volume.
 - Enter a location name for this aggregate transaction by clicking on the Location field and typing the name.

Auto Physical Inventory

Auto Physical Inventory | Configuration

Search Criteria

Date: Oct 27 2008 Time: 12:00:00 AM Manager: S+S Fuel Services Product ID: JA-JA-U.S. Galles [Refresh]

Transaction Creation

Inventory Date: Nov 01 2008 Subtype Code: DCM Subtype Code 2: None Subtype Code 3: .

Notes:

Status	Date	Ticket #	Location	Gross	Net	Temp	Gravity	Subtype Code	Subtype Code	Subtype Code
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 27 67	9.08	52.28	34.10	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	9.08	52.28	27.80	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 31 75	31.75	57.08	6.80	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 11 67	111.67	49.28	6.80	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	48.90	52.28	6.80	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 47 87	18.08	52.28	34.10	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	9.08	52.28	17.60	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	9.08	52.28	36.10	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	9.08	52.28	6.80	DCM	None		
P	10/21/2008 08:00		Westcoast 12/TESTWWS12/T 40 78	9.08	52.28	6.80	DCM	None		

* Transaction already exists. * Invalid date.

☐ Aggregate

Close Create Help

8. Select the Create button to enter the aggregate transaction. The aggregate transaction is added to the FuelsManager Aviation database.
9. De-select the Aggregate checkbox to show the individual transactions again.
10. Select the Create button to enter the individual transactions.
 - FuelsManager Aviation checks to ensure that each transaction is in the closeout date range.
 - The enabled transactions are added to the FuelsManager Aviation database. Enabled transactions are marked with a check mark in the Status column.

4.2.3 Entering an Adjustment Manually

To account for a difference between book inventory (how much product should be in storage) and physical inventory (how much product is really in the tank(s)), you use an adjustment. An adjustment is a transaction that assigns a gain or loss to a customer's primary storage inventory.

This transaction is very versatile because you can use it to increase or decrease inventory, enter transfers, make corrections, reversals, gain/loss allocation, and Stop fuel allocation.

You can also enter End of Month Adjustment transactions automatically with the Auto EOM Adjustment feature. See section 4.3.1 on page 33 for more information.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select the transaction adjustment title, for example, Adjustment. The transaction dialog box appears, for example, Adjustment.
2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.

3. In the Adjustment Information group, type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
4. Select the Manager and Owner, then select to Increase or Decrease the volume.
5. If necessary, type a note concerning this transaction in the Notes box.
6. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

4.2.4 Entering a 24 Hour Transaction

Every storage container includes a continuous meter that tracks the amount of fuel going in and out. At the end of the day, you should balance and record your meter readings so you can maintain their accuracy. You can enter a 24 Hour transaction in Aviation Accounting to record the meter readings and reset the amount for the next day. The Meter Reconciliation process helps you in this process.

Step-by-step

1. From the FuelsManager Aviation window, click Transactions and select 24 Hr. The 24 Hr dialog box appears.

2. In the General Information group, select the Transaction Date, Product ID, and Subtype Code, and type the VCF, or Temp, and Gravity. The system changes the item in the Subtypes list to match your edits.
3. In the Inventory Information group, type the Ticket Number, Destination, and Serial Number and select the Registration ID.
4. Type the Meter Begin and End, numbers. The system automatically calculates the Gross and Net figures.
5. Select the Manager, Owner, Vendor, and Consumer.
6. If necessary, type a note about this transaction in the Notes box.
7. Click Apply and Close. The system saves the transaction to the database and closes the dialog box.

4.3 Reconciling Inventory

With FuelsManager Aviation you can reconcile your daily book inventory with your physical inventory. This means that you can compare your Daily Physical Inventory transactions with the other transactions of that date and make sure that all your inventory is accounted for. You can also identify possible losses or gains in inventory that have not been recorded.

You should reconcile your inventory at least once a month, but you will only be able to reconcile dates that have a Physical Inventory transaction, so you should enter those as often as possible.

Note! A day's Begin Net Inv and Begin Gross Inv are based on the previous day's inventory.

1. From the FuelsManager Aviation window, click Operations and select Inventory Reconciliation. The Reconciliation dialog box appears.
2. Select the Transaction Date, Manager, and Product.
3. Click Refresh. The system displays the physical inventory transactions in the Physical Inventory Reconciliation list. Notice that both the gross and net amounts appear for each date. If a Physical Inventory transaction appears for a date, then the row appears in blue.

Reconciliation						
Date	Manager		Product ID			
February 2005	G+S Fuel Services		JA - JA - U.S. Galois			
Physical Inventory Reconciliation						
Date	Begin Inv (G)	Trans Totals (G)	Book Inv (G)	Physical Inv (G)	Variance (G)	Total
02/01/05	7842495	184083	7928558	7814354	-12281	
02/02/05	7814354	185190	7999544	7933869	-6575	
02/03/05	7933869	-103441	8006908	8016034	9186	
02/04/05	8910894	142899	9061493	7959152	-2541	
02/05/05	7699152	87918	7787070	7668200	-2869	
02/06/05	7160620	19089	7171718	7177236	5529	
02/07/05	7177236	795911	7933158	7940648	7498	
02/08/05	7940648	-684823	7336325	7291471	-18484	
02/09/05	7231471	299065	7538536	7548891	10355	
02/10/05	7540891	-1143295	6408606	6406337	-2269	
02/11/05	6406337	282967	6689294	6689304	10	
02/12/05	6689304	170963	6860368	6857859	-2509	
02/13/05	6887859	487470	7355329	7375801	20472	
02/14/05	7375801	-89952	7285848	7303803	17954	
02/15/05	7326803	236348	7522197	7554832	32625	
02/16/05	7554832	-885383	6749439	6726872	-22567	
02/17/05	6726872	489889	7296670	7200483	-96187	
02/18/05	7296670	-380843	6915827	6843885	-71942	
02/19/05	6843885	739629	7655414	7642818	-12596	
02/20/05	7642818	-397447	7245371	7258878	13507	
02/21/05	7245371	-477183	6779818	6778888	-930	
02/22/05	6778888	0	6779808	6778888	0	
02/23/05	6778888	0	6779808	6778888	0	

Note! You can also print an Inventory Reconciliation report by refreshing the dialog and clicking Print.

- 4. If you want to make a change to that Physical Inventory transaction or add another Physical Inventory transaction, double-click the Physical Inventory cell (either net or gross). The Physical Inventory Transactions Drilldown dialog box appears and lists all corresponding Physical Inventory transactions.

Physical Inventory Transactions Drilldown										
Date	Product ID	Manager	Type	Location	Gross Inventory	Net Inventory	Temp	Gravity	Vol	
02/04/05	JA	0-S Fuel S SOPS			10928	19162.55			1.8125	
02/04/05	JA	0-S Fuel S TARG	TARG 5	1611883	1628816				1.8130	
02/04/05	JA	0-S Fuel S TARG	TARG 3	804581	814396				1.8122	
02/04/05	JA	0-S Fuel S TARG	TARG 2	808986	818905				1.8140	
02/04/05	JA	0-S Fuel S MOFEL		477641	483816.01				1.8126	
02/04/05	JA	0-S Fuel S MPS		7215	7303.16				1.8120	
02/04/05	JA	0-S Fuel S TARG	TARG 4	795430	808175				1.8131	
02/04/05	JA	0-S Fuel S TARG	TARG 6	1661828	1680349				1.8140	
02/04/05	JA	0-S Fuel S TARG	TARG 1	763547	773831				1.8136	
02/04/05	JA	0-S Fuel S avg		105549	186969.61				1.8125	

- 5. Use the table below to help you reconcile your Physical Inventory transactions.

If you want to...	Do this...
Add an additional Physical Inventory transaction	Click Add and add a new Physical Inventory transaction as normal.
Edit an existing Physical Inventory transaction	Select the transaction, click View, and edit the transaction as normal.
Delete an existing Physical Inventory transaction	Select the transaction, click delete, and click Yes to confirm the deletion.
Enter EOM Adjustments Automatically	Perform the procedure in section 4.3.1 on page 33.

- 6. When you are finished reconciling transactions for this date, click Done. The Physical Inventory Transactions Drilldown dialog box closes.
- 7. You can double-click another Physical Inventory cell to reconcile more Physical Inventory transactions. Or you can click Close to close the Reconciliation dialog box.

4.3.1 Entering End of Month Adjustments Automatically

While you can enter an adjustment for each owner at the end of each month, this method requires you to determine each owner's usage during the month. You must then manually enter a specific adjustment for each owner proportional to their usage amount. This method is time-intensive and increases the risk of error.

To save time and reduce the risk of errors, you can use the Auto End of Month Adjustment feature to automatically assign the correct adjustment to each owner at the end of each month.

Step-by-step

1. From the FuelsManager Aviation window, click Operations and select Inventory Reconciliation. The Reconciliation dialog box appears.

Note! If you have already run the transactions in this window, skip to step 4.

2. Select the Transaction Date, Manager, and Product.
3. Click Refresh. The system displays the physical inventory transactions in the Physical Inventory Reconciliation list.

Note! The EOM Adjustment button will only be enabled if the data includes gross and net inventory variations not equal to zero.

4. Click the EOM Adjustment button. The EOM Adjustments dialog box appears.
5. Under Adjustment Type, confirm that the correct adjustment type (Sump or Gain/Loss) is selected.
6. The Date defaults to the last transaction date for the selected month.
7. In the remaining editable fields, enter or select the data that you want to insert in each generated adjustment transaction.
8. Click the Create Adjustment button. The EOM Adjustment Entries dialog box appears, showing a preview list of the adjustments that will be created.

Note! Clicking Create Adjustment does not actually enter adjustment transactions; it is a preview only.

9. Confirm that each of the adjustments is correct. If a field is editable, you can click on the field to modify it if necessary.

10. Click the Confirm button to enter the adjustment transactions in the database.
11. In the Inventory Reconciliation dialog box, check that the total variance is less than 1 or equal to zero.
12. Close the Inventory Reconciliation dialog box.
13. In the Journal, verify that the new transactions have been added.

4.4 Reconciling Meters

FuelsManager Aviation lets you compare your trucks' refueling transactions with your own variance tests. This is the means of tracking trucks' performances and helps you identify where inventory losses are coming from. You can view any trucks that are out of a variance standard that you can enter at any time.

If a truck is out of variance (if the 24 Hour transactions differentiate more than the allowed Limit To amount), FuelsManager Aviation highlights those 24 Hour transactions. This helps you locate errors whether they were transactions entered wrong or if there was a significant change of inventory that needs further investigation. Either way, you can add, edit, or delete transactions from the Meter Reconciliation dialog box.

Step-by-step

1. From the FuelsManager Aviation window, click Operations and select Meter Reconciliation. The Meter Reconciliation dialog box appears.
2. Select the Transaction Date, Registration ID (leave at All to include all vehicles), and the Limit To (variance) amount.
3. Click Refresh. The system displays any 24 Hour transactions that meet the criteria you selected in the Reconciliation Transactions

list. The system also displays all the vehicle transactions in the Transactions by Vehicle list. If a vehicle's 24 Hour transaction meter reading total (Differential) is out of variance (Limit To) with the calculated Total Volume from the transactions, that 24 Hour listing will be highlighted in blue.

Note! You can also print a reconciliation report by refreshing the dialog and clicking Print.

- 4. For each 24 Hour entry, scroll through the Transactions by Vehicle list for that vehicle's transactions and make sure they are correct.
- 5. Use the table below to help reconcile your meters with your vehicle transactions.

If you need to...	Do this...
Add a new transaction	Click Add, select the transaction type and add the transaction you normally would from the ledger.
Edit an existing transaction	Select the transaction, click Edit, and edit the transaction as you normally would from the ledger.
Delete a transaction	Select the transaction, click Delete, and click Yes to confirm the deletion.

4.5 Performing Close Out

The Close Out feature in FuelsManager Aviation lets you review a Manager and Product's Book and Physical Inventories in a range that starts from the last close out instance up to a date that you enter (typically the end of the month). You can view your Net and Gross variance for that time period and add a close out instance.

FuelsManager Aviation will force you to close out a month after a certain number of days have passed since the end of the month. See the Constants and Parameters section in this manual for information on this setting.

The Close Out tool also lets you search for a manager and product's close out instances between a date range. This can be helpful if you are not sure when the last close out happened.

4.5.1 Searching for a Close Out Instance

If you don't know when you last closed out a month's product and manager transactions, you can search for it in the Closeout Accounting Journal tool.

Step-by-step

1. From the FuelsManager Aviation main screen, click Operations and select Closeout. The Closeout Accounting Journal dialog box appears.
2. At the top of the dialog box, select the Manager and Product.
3. Under the manager's Closeout Data group, select the From and To dates in which you want to search.
4. Click Search. Any results of the search appear in the list. If nothing appears in the list, then no close out instance exist for that date range.

4.5.2 Closing Out a month in the Accounting Journal

Before you can close out a month, you must have a Physical Inventory transaction for the Inventory Date that you have selected.

Step-by-step

1. From the FuelsManager Aviation main screen, click Operations and select Closeout. The Closeout Accounting Journal dialog box appears.

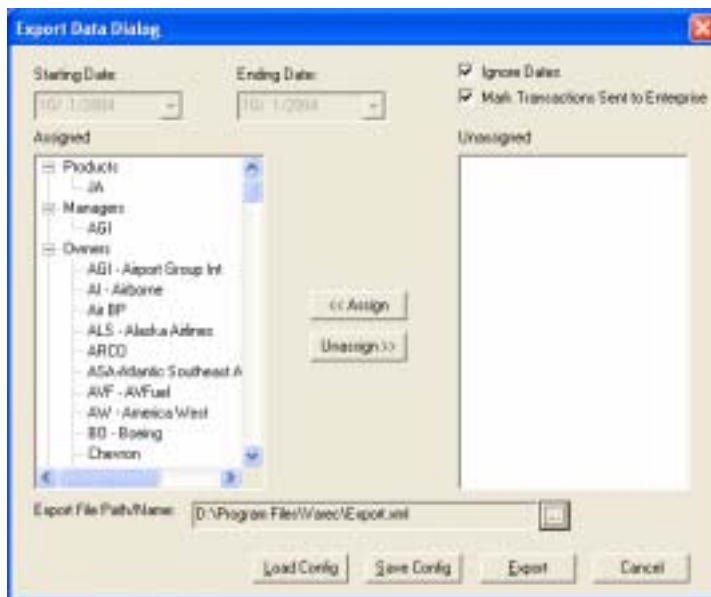
Note! If the system can't find a Physical Inventory transaction for the date, manager and product, it gives you a message and asks if you want to change the selected date to the last Physical Inventory date.

2. Select the Inventory Date, Manager and Product that you want to close out.
3. Click Refresh. The system calculates the inventories and variance since the last close out and displays the results.
4. If the results are incorrect, you can close the dialog box and fix your transactions through the journal or with the Meter Reconciliation tool. If the results are acceptable (i.e., if the variance meets your standards), click Add. The system asks you to confirm adding a Close Out.
5. Click Yes. The system closes out the month.

All transactions for the month and product that you closed out appear in blue. This means that you can't edit these transactions. To modify these transactions, you have to use the Reverse or Reverse Update features.

4.6 Exporting transactions to a file

You can export transactions from the FuelsManager Aviation window to two different file types--CSV (Comma Separated Value) and XML (Extensive Markup Language). You can open CSV files with most spreadsheet applications. The XML files are for external 3rd-party applications.



Step-by-step

1. From the FuelsManager Aviation main screen, click File and select Export. The Export Data Dialog box appears.
2. Select a Starting Date and an Ending Date for the range of transactions you want to export.

Note! You can save a configuration that you use often by making your assignments, clicking Save Config, and assigning a filename for it. Then you can retrieve the configuration by clicking Load Config and selecting the file.

3. In the Assigned list, make your data selections for Products, Managers, Owners, Vendors, Consumers, Suppliers and Transaction Types. When you select one these elements, the Unassigned list displays the appropriate subset. Select the element in the Unassigned list and click Assign. Some assignments are required.

4. When finished making assignments, click Export. The system prompts you for a file name.
5. Make sure the directory you want to export to is selected and enter a filename for the exported file. Also, select the file type that you want to export to and click OK. An Export Status dialog box appears and shows you the progress of the exporting.
6. After the Export Status dialog box closes, you are returned to the Export Data Dialog.
7. Click Cancel to close the Export Data Dialog.

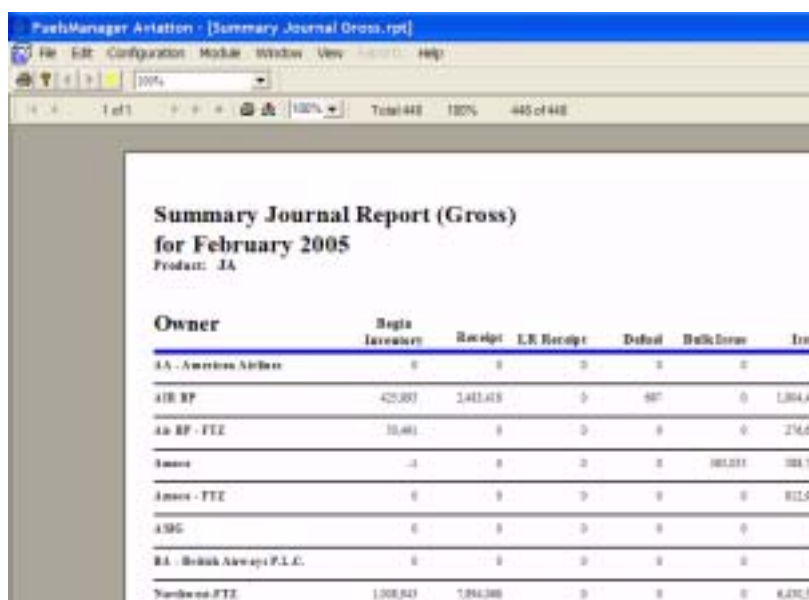
4.7 Running Reports

Step-by-step

1. From the FuelsManager Aviation window, click Reports and select the report that you want to run. If data parameters are required for the report, then the Enter Parameter Values dialog box appears. If no data parameters are needed, then the report appears and you can skip the next step.
2. Select the Start of Range and End of Range. You can also limit the report to a single product by selecting the Product in the Parameter Fields list and selecting the product you want to report on.

The screenshot shows the 'Enter Parameter Values' dialog box. It contains a 'Parameter Fields' section with a 'Reset' button and a list of fields: 'Date Range' and 'Product'. Below this is a 'Select Date Range' section. At the bottom, there are input fields for 'Start of range' (set to 1/1/2005) and 'End of range' (set to 12/31/2005), each with an 'Include value' checkbox checked. There are also checkboxes for 'No lower bound' and 'No upper bound'. At the very bottom are 'OK' and 'Cancel' buttons.

- Click OK. The report appears in a print preview.



Owner	Begin Inventory	Receipts	LR Receipts	Debit	Bulk Debit	End
JA - American Airlines	0	0	0	0	0	
AIR BP	425,893	2,413,415	0	987	0	1,894,415
JA BP - FTE	10,491	0	0	0	0	214,61
Amex	-1	0	0	0	101,231	100,19
Amex - FTE	0	0	0	0	0	811,91
ASG	0	0	0	0	0	
BA - British Airways P.L.C.	0	0	0	0	0	
Northwest FTE	1,008,843	2,894,388	0	0	0	6,430,52

- You can browse and scroll through the report using the navigation buttons and scroll bars.
- You can print the report by clicking the print icon just to the right of the navigation buttons.
- You can close the report window when you are finished browsing and printing.

4.8 ExSTARS Reporting

Excise Summary Terminal Activity Reporting System (ExSTARS) is an IRS system designed to track the movement of fuel to and from IRS-approved terminals. As an Operator of these approved terminals, you are required to file monthly returns (Forms 720-TO and 720-CS) reflecting fuel quantity and type. When the terminal files federal excise tax returns, the information sent through ExSTARS is used to validate the reported quantities and types.

IRS regulations mandate that monthly reports must include transaction totals for the previous month. All electronic submittals must comply with the IRS specified Electronic Data Interchange (EDI) format. All aviation fuel transaction data shall be submitted in monthly reports for the previous months activities. For example, the report for July 2002 is due August 31st 2002.

The ExSTARS reporting functionality has been integrated as a standard part of the FuelsManager Aviation system so that you easily produce the ExSTARS EDI file. FuelsManager Aviation creates a consistent report based on the daily or monthly fueling transactions, which you then upload to the IRS ExSTARS website. The IRS website validates the information and immediately reports any errors back to you.

You can then make appropriate corrections in FuelsManager Aviation and re-submit the file.

4.8.1 EDI Basics

Electronic Data Interchange (EDI) is a collection of public standard message formats and a data element dictionary that allows trading partners to exchange data in a simple way using any electronic messaging service. These standard message formats provide an application-neutral format for the direct computer-to-computer exchange of information.

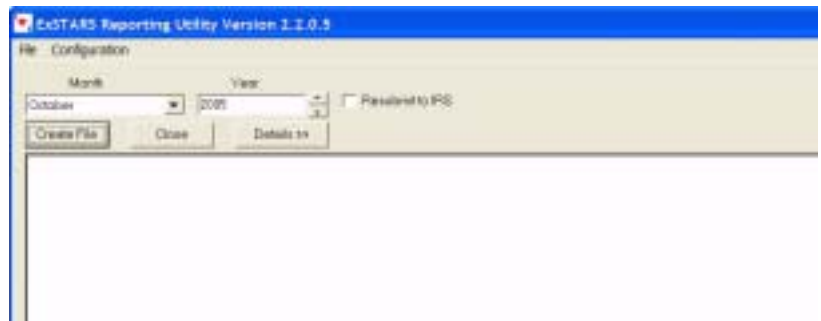
An EDI file is not easily read by humans and does not lend itself to being opened with a document editor. For this reason, FuelsManager Aviation creates two files: one file that is uploaded to the IRS and one that you can read so you can review it.

4.8.2 Creating a Monthly ExSTARS file

When using FuelsManager Aviation to enter daily receipts, issues, defuels, adjustments, inventory and other transactions, you can simply create the ExSTARS report as an extension of your daily fuels accounting process. Once your account has been balanced for the month, you can create the ExSTARS EDI file and upload it to the IRS website.

Step-by-step

1. From FuelsManager Aviation screen, click Add-Ins and select ExSTARS. The ExSTARS Reporting Utility appears.
2. Click Details to show the edit screen. (This is optional.)



3. Select the Month and Year for your ExSTARS file by clicking the corresponding up and down arrows. The year must be a four-digit year.
4. Click Create File. The system creates two files--An Easy Read Format and a Raw EDI Format. The Easy Read Format is for you to review. The Raw Format is for you to send to the IRS where another computer will process the data.
A message box appears with the location of the two files.
5. Click OK to close the dialog box. The edit box displays a copy of the Easy Read Format file.
6. Review the ExSTARS report in the edit box.
7. Click Close.

You can now send the raw format file you created to the IRS through their excise web site: www.irs.gov/excise.

4.8.3 File Creation Process

This list describes the process that the system uses to create the ExSTARS file.

1. FuelsManager Aviation analyzes the physical inventory transactions. The physical inventory transaction is the End-of-month (EOM) physical inventory amount for each Manager in the system. ExSTARS requires this transaction to create the Terminal Operator Report. The IRS also requires an ending physical inventory to report schedule detail information. Schedule detail information is simply the transactional information on either a daily summation basis or individual transactional basis for receipts and issues. If the fuel accountant fails to enter the EOM physical inventory, then the No Business Activity Flag is set to 1 and no schedule details are created for that manager.
2. FuelsManager Aviation then queries the database for all receipts within the month and year selected for reporting to generate a schedule detail record for each receipt based on manger, owner, supplier, shipping mode and product. Receipts are not reported as daily summaries. Each receipt in the system is reported as a separate transaction as required by the IRS.
3. It then runs a daily summation query on all Hydrant and Refueler disbursements. Disbursements are reported in a daily summary and not as individual transactions grouped by manger, owner, consumer, vendor, product, Year, Month, and Day. The IRS requires reporting on position holders only. For this reason, the consumer field is represented as the vendor, if the Customer Status code is set to anything but Consortium. If the customer status code is set to Consortium, the consumer is reported as noted in the database.
4. Defuels are shown as negative terminal disbursements. The IRS requires reporting on position holders only. For this reason, the consumer field is represented as the vendor, if the Customer Status code is set to anything but Consortium. If the customer status code is set to Consortium, the consumer is reported as noted in the database.
5. It then runs a daily summation query on all book adjustments grouped by manger, owner, product, direction (Increase or Decrease), Year, Month, and Day. Based on the direction of the adjustment (Increase or Decrease).
6. Lastly, FuelsManager Aviation generates a schedule detail record in the EDI file for daily net total based on manager, owner, consumer, vendor, and product. The IRS requires a daily total of all gallons reported in the file. This daily total is a calculated value for IRS use only.

4.8.3.1 ExSTARS Warning

If the system gives you this warning, you need to enter an ending physical inventory transaction. Enter the necessary physical inventory transaction for the month that you're reporting and recreate the ExSTARS report.



5 Exporting Data to the Enterprise Web Server

Note! The FuelsManager Web Server is only available with FuelsManager Aviation Enterprise Edition. This export feature is available with FuelsManager Aviation Standard or Professional Edition.

If your organization has installed the FuelsManager Web Server, information about each site in the enterprise information can be obtained via the Internet/Intranet. This chapter describes how to make FuelsManager Aviation transaction data for your site available to the Web Server.

5.1 Overview

To provide data for multiple sites, the FuelsManager Web Server maintains its own database that contains a copy of the data from each site. The Web Server does not obtain this data automatically; it must be sent to the Web Server from each site on regular basis.

You can do this by using the FuelsManager Aviation Enterprise Interface application, which is supplied with FuelsManager Aviation 7.0. The following sections describe how to send transaction data to the FuelsManager Web Server using the FuelsManager Aviation Enterprise Interface.

5.2 Exporting Transactions to the Web Server

1. Open the FuelsManager Aviation Enterprise Interface application from the Start menu or using the Desktop icon.
2. Click the Load Config button.
3. Select the configuration file for your site. This file describes which transactions will be sent to the Web Server, the address of the web server, and other settings.

Note! To change the configuration settings, see section 5.2 on page 47.

4. Select a Start and End date, or accept the default. The application automatically uses the current day for both settings.

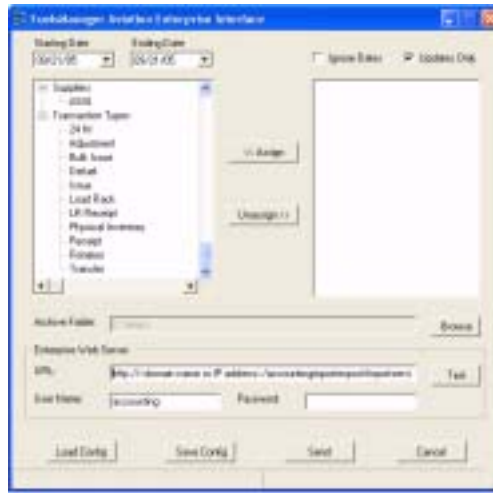


Figure 5-1: FuelsManager Aviation Enterprise Interface

5. Test the connection to the FuelsManager Web Server as follows:
 - a. In the Password box, enter the password provided by your supervisor or FuelsManager administrator. The User Name is entered automatically.
 - b. Click Test. The application attempts to connect to the FuelsManager Web Server. The test results appear in the Status area at the bottom of the dialog box.
 - c. If the connection was made successfully, proceed to the next step. If the connection failed, check to ensure that the web server address, user ID, and password are correct, and try again. If the connection still fails, contact your supervisor or administrator.
6. If you verified the connection to the FuelsManager Web Server, click the Send button to export the transaction data.

The transaction data will also be saved in an archive file on your local system, to the directory specified in the Archive Folder entry.

5.3 Changing Settings and Saving a Configuration File

Note! When your FuelsManager Aviation system was installed, a configurations file was created. This file defines the settings that are appropriate for your installation.

This section describes each of the export settings in the FuelsManager Aviation Enterprise Interface, and how you can change them. After you change the settings, you can save the settings to modify an existing configuration file or to create a new file.

If the settings are temporary, you can simply export the records and close without saving.

Step by Step:

1. If you are using the configuration immediately, select a Starting Date and Ending Date. Records that were not created between these two dates will not be exported, regardless of whether or not their data meets the other criteria.
If you will be saving this configuration for later use, skip this step, the Starting Date and Ending Date entries are ignored when the configuration is saved.
2. To export the entire history of your site, select the Ignore Dates check box. When this checkbox is selected, all records that match the other selection criteria will be exported regardless of their creation date. For normal operation, Ignore Dates should not be selected.
3. To only export transactions to those transactions that have changed since they were last exported, select the Updates Only check box. For normal operation, select this check box.
4. In FuelsManager Aviation, transaction records will involve Products, Managers, Owners, Vendors, Consumers, Suppliers, and each transaction has a Transaction Type. The FuelsManager Web Server calls these items 'entities'.
You can select which entities must be included in exported transactions by using the << Assign and Unassign >> buttons.
 - a. Select an entity type from the tree view on the left and notice the list of entities of that type that are displayed in the list on the right. If necessary, click the + symbol next to the entity type (such as Product) to show the assigned entities for that type.
 - b. In the list of unassigned entities, select an entity that you would like to include in the export, or click <All> to include all entities for that entity type.
 - c. Click the << Assign button to move the selected entity from the list on the right into the group of entities displayed under the entity type that is selected from the tree view on the left.

- d. To remove an entity that has been added to the tree view by mistake, select the entity from the tree view on the left and click Unassign >> to move the selected entity back to the list of unassigned entities on the right.
5. In the Archive Folder field, select an archive folder by manually entering the archive folder location or by using the "Browse" button to navigate to the proper folder. The standard location of the archive folder is "D:\Program Files\FuelsManager\Accounting\Application\FMAEInterFaceClient\Archive."

When you send (export) the transaction records, records that qualify for export are bundled by the 1000 into XML files and sent to Enterprise server. These XML files, along with a log file detailing the reasons any records may have been rejected, are written to an archive folder located in the folder specified in the Archive Folder field.

6. Make the FuelsManager Web Server settings as follows. These settings are used to connect to the FuelsManager Web Server:
 - a. In the URL field, enter the URL for the server. It should be set to "http://<domain name or IP address>/accountingimportexport/importservice.asmx." <Domain name or IP address> will be a site specific setting.
 - b. In the User Name and Password fields, enter the FuelsManager Web Server user name and password provided by your FuelsManager administrator.
7. To export the files immediately without saving your settings, click Send File, and then click the Cancel button.
8. Save the configuration by clicking the Save Config button and specifying the configuration file's name. The standard location for storing the configuration file is "D:\Program Files\FuelsManager\Accounting\Definitions," and the standard name for the configuration file is "<IATA> Enterprise Export Config.ini" where <IATA> is the IATA code for the site.
9. To recall the settings made in the configuration file, simply click the "Load Config" button, and navigate to the appropriate configuration file. All settings will be restored with the exception of the Start Date, End Date, and Password fields.

Note! For security reasons, the Password is not saved in the configuration file.

6 Getting Started with Dispatch

Note! Dispatch features are only available with FuelsManager Aviation Standard, Professional, and Express Editions.

Note! Gate changes and fuel uplift changes are among the most important updates that are transmitted.

FuelsManager Aviation Dispatch is powerful software for tracking and managing fueling equipment and personnel at an aviation facility.

Dispatch obtains information about flights to be refueled and shows the flight information in a schedule window. As a dispatcher, you can move forward or backward through the schedule, and decide what information is shown. At a glance, you can see if a vehicle is on stand, if fueling has started, and other key information that you need to run the fueling operation.

If your facility has data communications between Dispatch and IntoPlane, flight data can be sent directly to vehicles to provide fuelers with current information, and fueling information is sent back to Dispatch.

Data sources used by Dispatch are: pre-loaded flight schedules, Flight Information Display Systems (FIDS), load planning systems and real-time fuel quality data. This information can be entered electronically, from disk or manually.

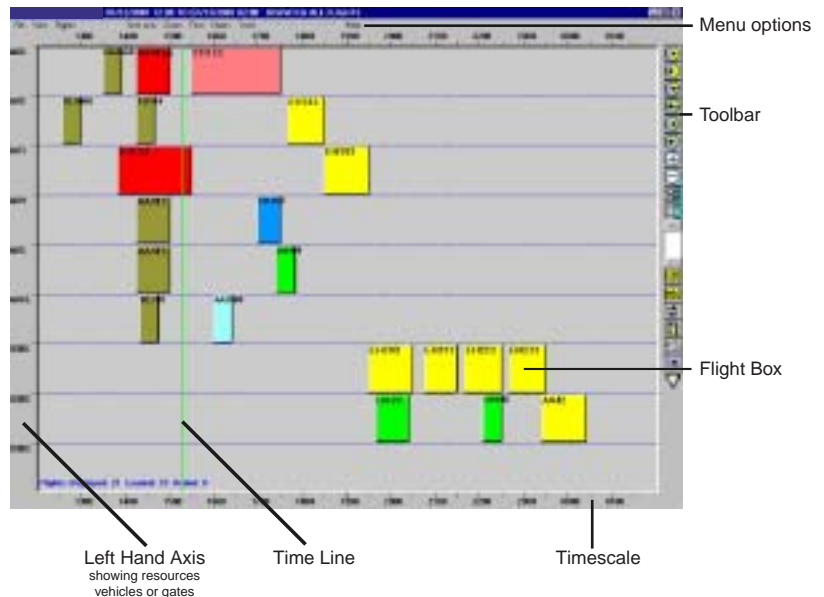


Figure 6-1: Dispatch Current Schedule Window










6.1 The Current Schedule









Airline schedules can span several months, but a usable schedule window can only show a limited number of flights in one view. You can scroll left or right to move the view forward or backward in the schedule. You can also change the time span shown in the Current Schedule window.

The schedule is constantly moving with time, old flights being deleted from the beginning and new flights being added to the end. See 'Working with the Timescale' for more information

6.1.1 Changing the Current Schedule Information

The toolbar on the right side of the window is a quick way of changing the information displayed in the Current Schedule.

Toolbar Icon	Description
	Moves the Timescale 6 hours into the future
	Moves the Timescale 6 hours into the past
	Moves the Timescale 3 hours into the future
	Moves the Timescale 3 hours into the past
	Moves the Timescale 1 hour into the future
	Moves the Timescale 1 hour into the past
	Adds 2 hours to the Timescale
	Subtracts 2 hours from the Timescale
	Increase by 1 the number of gates displayed on the left of the display.

Toolbar Icon	Description
	Decrease by 1 the number of gates displayed on the left of the display
	Moves the Timeline 1 day into the future and changes the Timescale to 24 hours
	Moves the Timeline 1 day into the past
	Redraws the display
	Displays a list of dispatchers logged on.
	Displays a log of flight changes from the FIDS
	Indicates that there has been a ground movement change to a flight either from FIDS or a fuel load system
	Flashes when filter is operating

6.2 Axis

The Current Schedule consists of two important axis, the horizontal axis represents an hourly Timescale and the vertical axis can be selected from one of the following:

- Operators
- Vehicles
- Gates

See 'Working with resources' section for more information.

6.3 Menu Bar

The menu bar at the top of the dispatch screen provides all the command options available for Dispatch. See the specific section for descriptions about individual commands.

7 Working with the Dispatch Timescale

Note! Dispatch features are only available with FuelsManager Aviation Standard, Professional, and Express Editions.

In the Current Schedule window, the Timescale is shown as a horizontal bar, measured in hours, at the top of the flights display. The Timescale also shows the date and time of the start and end period covered by Dispatch.

This chapter describes how to change the Current Schedule Timescale to meet your dispatching needs.

7.1 Changing the Timescale by two hours

You are able to use the two Timescale icons on the toolbar to change the Timescale by two hour increments. Please see the Introduction for icon descriptions.

7.2 Changing the Timescale to a set range

Following the procedure below the timescale can be set to display a specific number of hours or 24 hours can be added or subtracted from the existing display.

- From the View Menu select the Time command
- From the Time sub-menu select the Scale command
- Selecting the Set Hours command opens a dialog box that allows you to set a specific time period to be displayed

Selecting the Plus 24 Hours or Minus 24 Hours commands adds or subtracts 24 hours from the currently displayed schedule



Figure 7-1: View menu showing the Time and Scale sub-menus

There is also a menu option for moving forward or backward by 2, 4, 8 or 24 hours.

- From the View Menu select the Time command
- From the Time sub-menu select the Forward or Backward command
- Select from the displayed sub-menu the time period required

7.2.1 Moving the Timescale to the future or the past

Icons on the toolbar can change the specific period of time that is viewed. Please see the Introduction for icon descriptions.

7.2.2 Turning the Time Line on and off

The Time Line is a green vertical line drawn from top to the bottom of the screen and represents the current time.

- From the Time Line menu use the On command to turn the Time Line 'On' or 'Off'



Figure 7-2: Timeline menu

7.2.3 Choosing a static or dynamic display

The display can be either static or dynamic, i.e. the flights can move from right to left with the current time or the Time Line can move from left to right.

- To toggle between these two options use the 'Auto' command from the Time Line menu

7.2.4 Updating the current time period

If the Time Line is not visible but is switched on, the display will be reflecting a time period either in the future or past.

- Select the Align to Now command from the Time Line menu to display the current time period.
- The time Line will appear in the center of the screen

7.2.5 Redrawing the Time Line

If the Time Line is only partly displayed click on either mouse button in the window to redraw the whole Time Line.

7.2.6 Zooming into a specific period of time

If there are too many flights on the screen and it is difficult to identify a particular flight, the Timescale can be temporarily reduced by zooming into a specific period of time. The minimum zoom period is two hours.

- From the Zoom menu select the zoom command
- The cursor will change to a cross
- Click on the start time to zoom and click on the end time to zoom
- The display will change to reflect the number of hours selected
- To return to the original screen select the Undo command from the Zoom menu



Figure 7-3: Zoom menu



Figure 7-4: Left - Current Schedule before the Zoom command is applied

Figure 7-5: Right - Current Schedule after the Zoom command is applied

7.3 Printing the current display

The Current Schedule can be printed, the print out will be an exact copy of the display. Only flights on view in the current display will be printed.

- From the file menu select the print command
- From the sub-menu select Print Display

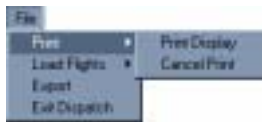


Figure 7-6: File menu showing the Print sub-menus

8 Working with Flights in Dispatch

8.1 Flight Boxes

Note! Dispatch features are only available with FuelsManager Aviation Standard, Professional, and Enterprise Editions.

A colored box, known as a Flight Box, identifies each flight in the Current Schedule. The length of the Flight Box represents the estimated fueling time for that particular flight

- The left-hand edge of each box normally represents the estimated time of Arrival [ETA]
- The right-hand edge of each box normally represents the estimated time of departure [ETD]

The position of the box is important as it shows the time by which a fueling must be completed to avoid a delay. The following information can be displayed:

- Departure flight ID
- Arrival flight ID
- Aircraft type
- Destination



Figure 8-1: Flight Box

8.1.1 Flight status

The colors of the boxes represent the different status of a flight.

- Yellow is a flight that is outstanding with no resources allocated
- Orange is a flight that is outstanding but has been planned for a specific resource
- Green is a flight that has had fuelers allocated and has been dispatched but the fueller has not yet acknowledged the allocation
- Cyan is a flight that has had an operator allocated and the operator has acknowledged the assignment
- Blue Green is a flight that has been acknowledged and the fueller has entered pre-fuel data

- Blue is a Flight that is in the process of fueling as the meters have started turning
- Olive is a flight where the fueling has completed
- Purple is a flight that has been cancelled
- Bright Red is a flight to which a fueler has not been allocated and is in danger of taking a delay
- Pale Red is a flight that urgently needs to have a fueler allocated otherwise there is the possibility of taking a delay
- Dark Blue represents a flight that is overlapping another flight

The status can be changed by:

- Dispatch as a warning that a fueling needs to start to avoid a delay
- By the operator
- By the on-truck system to show the situation with an actual fueling



Figure 8-2: A list of status colors and their meanings can be displayed in Dispatch from the Help Menu, System Colors command

8.2 Fueling strategy

There are three fueling strategies available:

- Fuel on arrival
- Fuel on departure
- Any

The Fueling Start Time (FST) will be calculated depending on the fueling strategy used. Any is intended for resource management and for the purpose of dispatch will be treated as fuel on departure.

8.3 Loading and Exporting Flights

Both the Load Flights and Export commands from the File menu are considered administrator functions and are therefore not covered in this manual. Please see the your local administrator before using these commands in dispatch.

8.4 Overlapping flights

It is possible, erroneously, to create overlapping flights. Dispatchers can accidentally drag and drop flights onto an existing flight or allocate flights departing around the same time to the same operator or vehicle. Dispatch gives a warning by changing the status color for the overlapping period to blue.

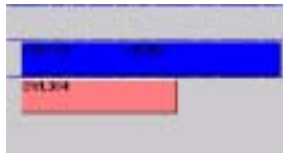


Figure 8-3: Overlapping Flights

8.5 Flight details

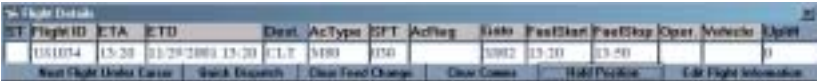
Flights can be created and amended in any one of the following four ways:

- Airline schedule amendments
- Manual changes by the operator
- Ground movement changes from FIDS
- Uplift requirements from airline load control systems

8.5.1 Display flight details

The operator is able to quickly see all required information about a particular flight using the Flight Details bar.

To view the Flight Details bar use the mouse and right clicking on a particular flight.



FlightID	ETA	ETD	Dest	AcType	SPT	AcReg	State	FastStart	FastStop	Oper	Vehicle	Uplift
1151074	15:30	03-29-2009 15:30	CLT	5100	070		10002	15:30	15:40			

Figure 8-4: Flight Details bar

8.6 Dispatching flights

In order to begin sending fueling information to a particular vehicle, flights have to be dispatched on an individual basis. Normally a flight starts with an outstanding status as indicated by a yellow box.

To dispatch an outstanding flight carry out the following steps:

1. Left click on the Flight Box to display the Updating Flight dialog box
2. Before a flight can be dispatched the following data will be required: Departure flight ID, Destination, Aircraft type, Operator ID, Vehicle, ID and ETD
3. Select Update
4. The Flight Box will change from yellow to green and a message will be transmitted to the vehicle
5. When the fueler acknowledges the message the Flight Box will turn to cyan

If there is a communications problem and the message cannot be transmitted, the Flight Box will be overlaid with blue stripes. This means that any messages will not have reached the fueler.

Figure 8-5: Edit an existing Flight using the Updating Flight dialog box

8.6.1 Add a Single flight

Although flights are generally entered into the system from the airport schedules single flights can be added as required. Flights added by this method are for today's schedule only.



Figure 8-6: Flights menu showing the Edit sub-menu

1. From the Flights menu select the Edit command
2. Select Add Single Flight from the Edit sub-menu

3. The Updating Flight dialog box will be displayed

The minimum data that must be entered is Departure Flight Number and Aircraft Type

4. Although it is not mandatory it is advisable to enter both of the following fields otherwise they default to the current time: Estimated Time of Arrival (ETA) and Estimated Time of Departure (ETD)

ETA/ETD information ensures that the flight appears at the correct time on the display and that important arrival and departure information from the FIDS is not lost

5. Update - Writes the new flight immediately into the schedule and displays the flight on the screen

6. Close - Gives a choice of accepting the data or canceling the input

Figure 8-7: Add a new Flight using the Adding New Flight dialog box. For a detailed description of each field see page 20

8.7 Add multiple flights

A flight contracted for a fixed period of time can be entered.

- From the Flights menu select the Edit command
- Select Add Multiple Flights from the Edit sub-menu
- The Flight Configuration dialog box will be displayed

Note! Note: If after adding a new flight it does not display, make sure the 'Active' check box is ticked.

8.7.1 Flight Configuration dialog box

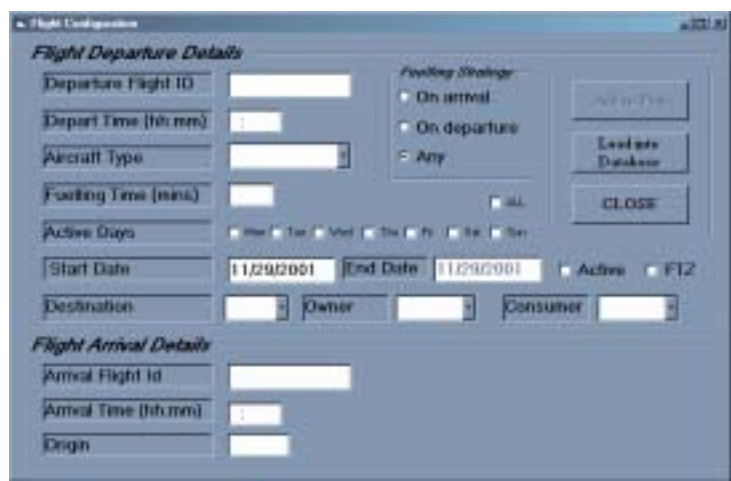


Figure 8-8: Add multiple flights using the Flight Configuration dialog box

Field	Flight departure details
Departure Flight ID	Free format. It is recommended to use the form AAA9999 where AAA is the airline IATA code and 9999 is the flight number, e.g. DL123
Depart Time	hh:mm
Aircraft Type	Select from drop down box. Fuel Time will display the fueling time for the selected aircraft type
Fueling Time	Will default according to aircraft type but can be manually overridden
Active Days	Either all or any combination of individual days

Field	Flight departure details
Start Date	Click on Start Date to enter Start and End date for the contract
Destination	Select from drop down box
Owner	Select owner of fuel from drop down box
Consumer	Select fuel consumer from drop down box
Active	This option must be set if the flight is to appear in Dispatch display
FTZ	If this is an overseas flight that uses FTZ or bonded fuel check this option

Field	Flight arrival details
Arrival Flight ID	Flight number of arriving ship
Arrival time	Time of estimated arrival
Origin	IATA code of origination city

Action Button	Description
Load into Database	Commit to Current Schedule
Close	Close without saving changes

8.7.2 Edit a flight

Flight details can be edited by left clicking on the Flight Box.

The Updating a Flight dialog box or Updating Flight dialog box is used for:

- Adding new flights
- Modifying flights
- Changing flight status

The Updating Flight dialog box is divided into 6 sections described in the following tables:

- Status
- Departure Flight
- Arrival Flight
- Fueling

- Companies
- Action buttons

Updating Flight

StatusOUTSTANDING

ActivityREFUEL

Ticket0000000000

Linked Ticket

Update

Dispatch

Complete

Cancel Flight

Extensions

Manual Ticket

Copy

Flagged Flight

Print Ticket

Close

Departure Flight

FlightUS1834

FTZ

STD11/29/200113:20

DestinationCLT

Charlotte

ETD11/29/200113:20

Aircraft TypeM80

Fuel Start11/29/200113:20

Ship Number

Fuel Time030minutes

Fueling

Operator

Vehicle

Gate

Pit

Out Time11/29/200111:37

Start Time11/29/2001

Finish Time11/29/2001

Meter Stop000000

Meter Start000000

Volume000000US Gal

Uplift000000Distribution

Companies

ConsumerUS

Consumer No

VendorAGI

OwnerUS

ProductJA

US - US Airways

AGI - Airport Gro

US - US Airways

Arrival Flight

FlightUS1458

STA11/29/200113:20

ETA11/29/200113:20

OriginPIT

Pittsburgh

Fuel on Arrival

Figure 8-9: Edit an existing Flight using the Updating Flight dialog box Also known as the Edit Flight dialog box

8.7.3 Updating/Adding Flight dialog box descriptions

8.7.3.1 Arrival flight

Flight	Arrival Flight. Important for identifying ground movement changes for this flight
STA	Scheduled Time of Arrival. Once a flight has been created either by the scheduler or manually, STA cannot be changed
ETA	Estimated Time of Arrival. Starts the same as the STD but can be changed either by the FIDS or manually
Origin	Airport the flight is arriving from

8.7.3.2 *Fueling*

Operator	Allocate from drop down list
Vehicle	Allocate from drop down list
Gate	Allocate from drop down list
Pit	Allocate from drop down list
Out Time	Time flight is dispatched
Start Time	Time meter starts turning
Finish Time	Time fueling is completed
Meter Stop	Meter reading on completion of fueling
Meter Start	Meter reading at start of fueling
Volume	Total fueled
Uplift	Uplift weight required (display only)
Distribution	Button to enter tank distribution

Status

Status	Current status of fueling
Activity	Type of activity, e.g. fueling, defuel
Ticket	Ticket number
Linked Ticket	Ticket number if for same flight
Status Color	Represents color that appears in dispatch

8.7.3.3 Departure flight

Flight	Free format. It is recommended to use the form AAA9999, where AAA is the airline IATA code and 9999 is the flight number, e.g. DL123
FTZ	Free Trade Zone. Check if the flight is international and use FTZ
Destination	IATA code for destination city
Aircraft Type	Select from drop down box. Fuel Time will display the fueling time for the selected aircraft type
Registration	Mandatory if required by the on-truck system
STD	Scheduled Time of Departure. Once a flight has been created either by the scheduler or manually, STD cannot be changed
ETD	Estimated Time of Departure. Starts the same as the STD but can be changed either by the FIDS or manually
Fuel Start	If fueling is not started by this time it may be that the flight will take a delay. It is calculated from ETD – Fueling Time
Fueling Time	Amount of minutes required to fuel the aircraft according to the aircraft type
Ticket	Ticket number
Linked Ticket	Ticket number if for same flight.
Status Color	Represents color that appears in dispatch

8.7.3.4 Companies

Consumer	Purchases Fuel
Consumer No.	Associated Consumer code
Vendor	Deliver Fuel to Consumer
Owner	Owner of fuel issued
Product	Type of product issued

8.7.3.5 Action buttons

Update	Updates any amended details without changing the status of the flight. Color of flight not changed.
Dispatch	Changes an outstanding flight status to dispatched. Changes color of flight.
Complete	Changes a dispatched flight status to completed. Changes color of flight

Cancel Flight	Cancels flight. Changes color of flight.
Uncancel	Reverses a canceled flight and restores status to outstanding. Changes color of flight.
Manual Ticket	Print a ticket for a completed flight
Copy	To allow for two separate fuelings for a single flight. Creates an identical flight with linked ticket numbers.
Reprint Ticket	Not used
Next Ticket	Display next ticket if multi ticket printing
Close	Close dialog box.

8.7.4 Finding a flight

If there are too many flights on display it may be difficult to find a particular flight.



Figure 8-10: Find menu

1. From the Find menu, use the Select Flight command to find an individual flight or the Select Day command to find all the flights for a particular day
2. A drop down list will appear. Highlight the required flight and left click on the mouse or press Enter
A blue circle will indicate the selected flight
3. To clear the blue circle and return to the previous view use the Find menu, Restore View command

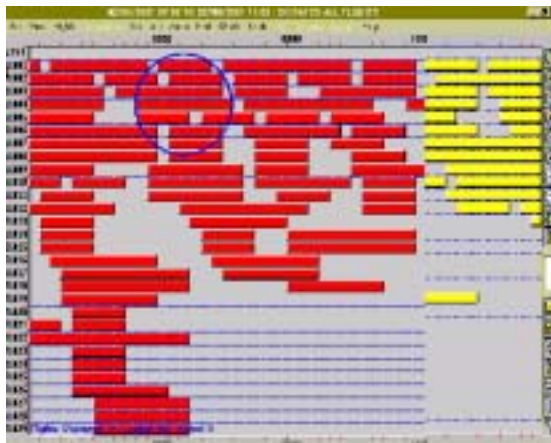


Figure 8-11: Results from finding flights are highlighted with a blue circle

8.7.5 Cancelling a flight

Once flights have been entered into the Current Schedule and under the control of Dispatch they cannot be deleted. Only outstanding flights can be cancelled, if a outstanding flight is no longer operational for a particular day the status may be changed to cancelled. The flight remains in the display but the color changes to represent the new status.

1. To cancel a flight, click on the Flight Box for the particular flight. The Updating Flight dialog box appears
2. Select Cancel Flight
3. If a cancelled flight needs to be returned to the outstanding status select Uncancel

See the Deactivating a Flight section for a method of ensuring that future unwanted flights are not displayed in Dispatch.

8.7.6 De-activating flights

Any flights that are entered into the daily flights schedule will appear on the Current Schedule at the appropriate time. It may be that an individual flight should not be displayed as it is no longer flying or the contract to fuel the flight is no longer valid. Flights cannot be deleted from Dispatch but they can be deactivated. Deactivating flights has the advantage of not displaying them on the Dispatch display but does not actually delete the flights from the daily flights schedule. If at some future date the flight needs to appear on the display the flight can simply be made active again.



Figure 8-12: Flight menu showing the Edit sub-menu

- To activate or de-activate flights select the Edit command from the Flights menu
- Select the Set/Unset Active and FTZ command from the Edit submenu
- The Flight Selection - Select Flights for activating and FTZ updates - dialog box is displayed
- Select the days required either all or individual days



Figure 8-13: Flight Selection dialog box with filtering and updating FTZ updates - See the next page for dialog box descriptions

8.7.6.1 *Select flights for activating and ftz updates field descriptions*

Field	Description
Start Date	Start date of flight contract
End Date	End date of flight contract
Depart Flight ID	Flight ID can have wild cards. To select all EH Airlines flights enter EH* or to delete flights from EH900 to EH999 enter EH9??
Destination	Select from drop down box
Aircraft Type	Select from drop down box
Owner	Select from drop down box
Consumer	Select from drop down box
STD	In HH:MM format

8.7.7 **Viewing details for a selected range of flights**

A selection can be viewed before carrying out any action on a flight.

- Pressing the View command button brings up a list of all the flights selected



Selection details can be viewed from the Flight Selection dialog box with activating and updating FTZ updates. Active and FTZ columns are highlighted to show individual flights can have the value reversed by double clicking on the value.

8.7.7.1 *Select flights for activating and ftz updates action buttons*

Button	Description
Set FTZ	Set the FTZ attribute on all selected flights to TRUE
Reset FTZ	Set the FTZ attribute on all selected flights to FALSE
Activate	Set all selected flights to active
Deactivate	De-activate all selected flights. This will have the effect of not displaying them in the Dispatch display
View	View the selected flights
Close View	Close the selected flights view and return to the selection screen
Close	Close the dialog box

8.8 Filters



Filter Icon

In default mode Dispatch will display all flights. At larger airports this may result in a display that is too cluttered. The display can be filtered to just show relevant flights, for example flights for a concourse or a particular airline.

- To make a filter selection click on the Filter icon in the toolbar to display the Dispatch Options dialog box

Flights can be filtered by 3 methods:

- Operational Status
- FIDS message
- Flight details

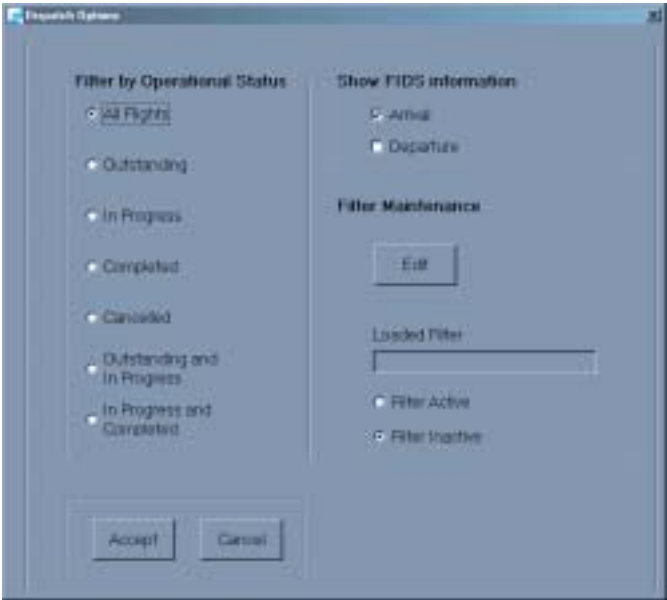


Figure 8-14: Dispatch Options dialog box

8.8.0.1 Dispatch options field descriptions

Field	Description
Filtering by Operational Status	A series of option buttons, one of which may be selected. The default is all flights
Show FIDS Information	Arrival and departure information can be appended to the flight display. This is not ground movement information but the status of the flight before landing and after takeoff. The default is arrival
Filter Maintenance	To filter by flight details press the Edit command button. The Filter Maintenance dialog box is displayed

8.8.1 Creating a new filter

To add a new filter, display the Filter Maintenance dialog box. Filters can be any combination of:

- Customer
- Concourse
- Gate
- Aircraft Type
- Destination
- Flight ID
- Supplier

For example, if you need a display that is Delta and United follow the following steps:

1. In the Filter Definition field select the Customer option
2. In the Filter Entry field select both the include and the 'No Wild Card options
3. From the drop down box in the Filter Entry field select Delta
4. In the Filter Entry field click on the Add button
5. DL, will appear in the customer Include field
6. From the drop down box in the Filter Entry field select United
7. In the Filter Entry field click on the Add button
8. DL and UA will appear in the customer include field
9. Name the filter in the Filter Description field and select Save

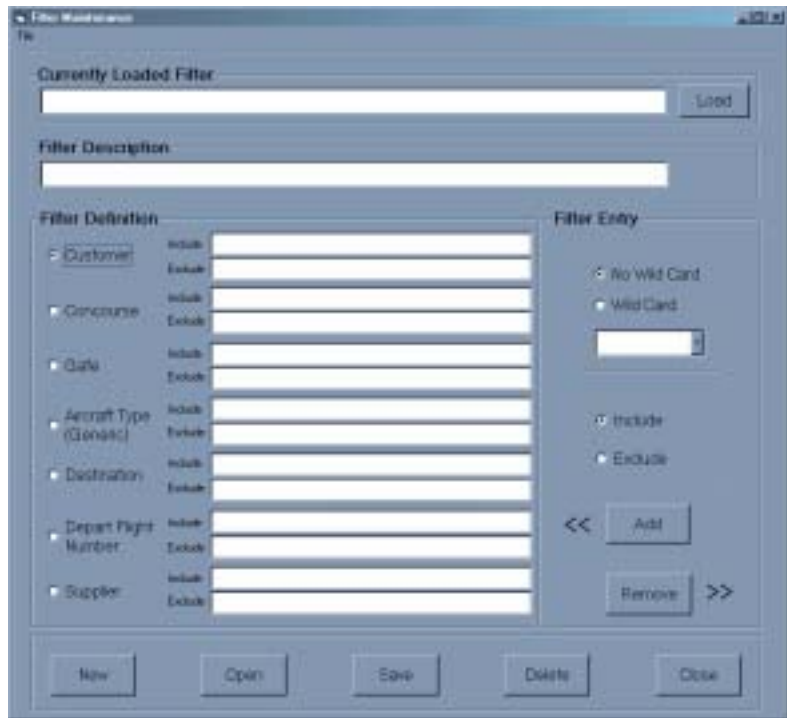


Figure 8-15: Filter Maintenance dialog box

8.8.2 Activating a filter

To add a new filter, display the Filter Maintenance dialog box.

1. From the Toolbar click on the Filter icon
2. The Dispatch options dialog box is displayed
3. In the Filter Maintenance Field select Edit
4. The Filter Maintenance dialog box is displayed
5. Select Open
6. From Select Filter dialog box that appears select a previously created filter by name
7. Select Load
8. Select Close to return to the Dispatch Options dialog box
9. Select the Filter Active option

10. Click Accept
11. Once a Filter is active the Filter icon in the Toolbar will flash



Select a previously saved filter by name from the Filter Select dialog box.

8.9 Uplift information

On most occasions dispatchers will receive a fuel service record (FSR) detailing the amount of fuel that has to be loaded into a particular flights tanks. The information will either come from a printer or will be interfaced directly into dispatch.

8.9.1 Manually entering uplift information

1. Click with the left mouse button on the Flight Box you wish to modify
2. The Updating Flight dialog box appears
3. Select Distribution
4. The Aircraft Tank Distribution dialog box will be displayed

Whenever an uplift change is received from the fuel load computer the information is sent immediately to the fueler if the flight has already been acknowledged. It is also brought to the dispatcher's attention by changing the color of the Flight Box on the Current Schedule

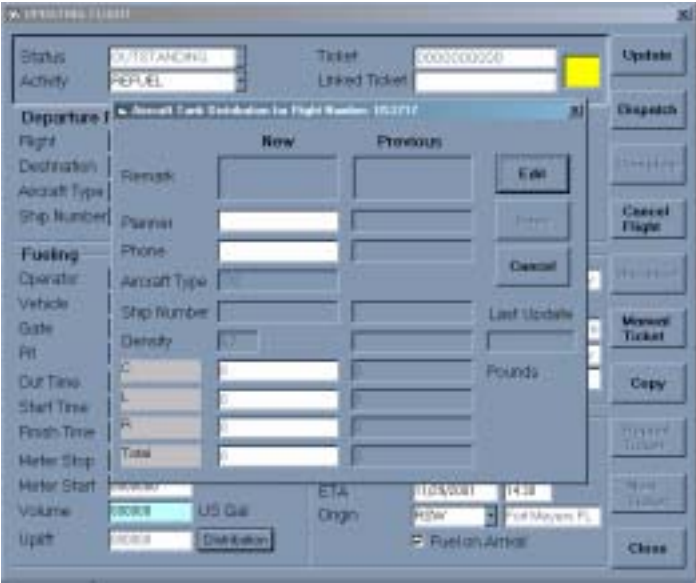


Figure 8-16: Aircraft Tank Distribution dialog box

8.9.2 Aircraft Tank Distribution dialog box

Field	Description
Remark	Free format
Planner	Free format
Phone	Phone
Aircraft Type	Not changeable
Ship Number	Not changeable
Density	If grayed out this is an automatic figure from the tank farm
Tank IDs	These are dependent on aircraft type and individual airline IDs for tanks
Total	Automatic total of the tanks

9 Working with Resources in Dispatch

Note! Dispatch features are only available with FuelsManager Aviation Standard, Professional, and Enterprise Editions.

In FuelsManager Aviation Dispatch, the term "resources" means operators, vehicles, and gates available for fueling operations. This chapter describes how you can manage these resources with the Dispatch software.

9.1 Operators, vehicles and gates

Operators, Vehicles and Gates can be allocated to flights using the Updating Flight Dialog box or by Dragging and Dropping in the Current Schedule.

Note! Edit flight must be switch on for drag and drop to be operational.



9.1.1 Display by gates

To display what flights have been allocated to a particular gate change the details down the left hand axis on the Current Schedule to show gates.

Note! When the operator chooses a resource from the DisplayBy sub-menu, the view menu options change to show that choice.

1. From the View menu select the DisplayBy
2. From the sub-menu select the gates command
3. The left hand axis changes to show gates
4. Any flights that have not been allocated will be shown as X001, X002 etc.



Figure 9-1: View menu showing the DisplayBy sub-menu and gates command

9.1.2 Allocating operators (Updating Flight dialog box)

Operators can be added by using the Updating Flight dialog box.

1. Click with the left mouse button on the Flight Box you wish to allocate a operator. The Updating Flight dialog box appears
2. A drop down list box in the fueling section gives a list of all available operators. Select an operator from the list
3. Select update and then close the dialog box. The operator will be assigned to the flight.

Figure 9-2: Updating Flight Dialog box allows the user to allocate Operators, Vehicles or Gates

9.1.3 Allocating vehicles from the Current Schedule

An easy method is to simply drag and drop a flight onto a vehicle that is already being shown in the Current Schedule.

Note! Edit flight must be switch on for drag and drop to be operational

1. Click with the left mouse button on a flight, near the center of the Flight Box and hold the button down
2. A cross cursor will signify that the flight can be picked up. Drag the flight onto the allocated vehicle on the left hand axis and release the button

While the box is being dragged it will change to an outline until the mouse button is released

9.1.4 Re-allocating a resource

If an operator, vehicle or gate has been allocated, the allocation can be changed to another resource using the drag and drop method above. The flight can also be de-allocated by dragging it to an unused resource for example, an Rxxx operator.

9.1.5 **Logged on operators**

To display a list of all operators who have logged on press the resources icon in the toolbar, the Operators Logged On dialog box will appear.

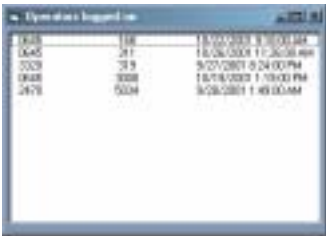


Figure 9-3: *Operator Logged On dialog box*

9.2 Charts

Dispatch provides the operator with several useful charts for reference at any time. These are accessed from the Chart menu.



Figure 9-4: *Charts menu*

9.2.1 **Resource Bar**

The resource bar represents exactly the same timescale as the Dispatch display. Each number displayed is the maximum number of fuelers required for that period.

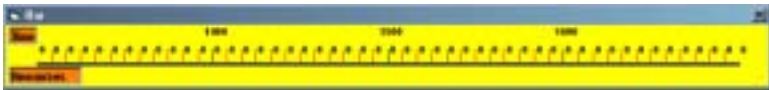


Figure 9-5: *Resource Bar*

9.2.2 Flight Count

The flight count chart represents exactly the same timescale as the Dispatch display. The chart shows the number of aircraft that will be on the ground during that period.



Figure 9-6: Flight Count Chart

9.2.3 Aircraft Types

The flight count chart represents exactly the same timescale as the Dispatch display. The chart shows which aircraft types have to be fueled during a particular period.

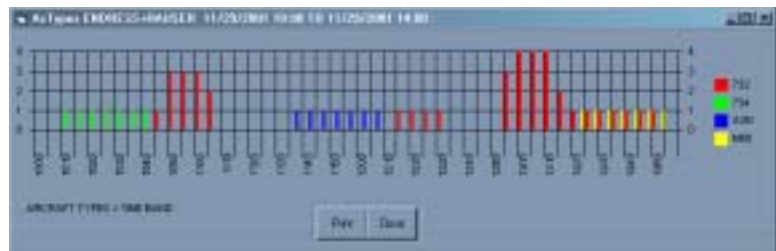


Figure 9-7: Aircraft Type Chart

9.2.4 Arrivals and Departures

The arrivals and departures chart represents exactly the same timescale as the Dispatch display. The chart shows how many aircraft are arriving and departing for a particular period.

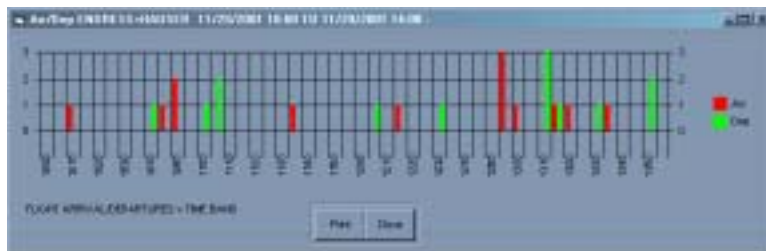


Figure 9-8: Arrivals and Departures Chart

9.2.5 Idle Time and Idle Time by Shift

These two charts provide a display for the amount of time a vehicle or resource is not in use.

10 Working with FIDS in Dispatch

Note! The FIDS interface is only available with FuelsManager Aviation Professional and Enterprise Editions.

FuelsManager Aviation Professional can provide real-time information about the movement and status of flights through a custom interface to the airline/airport flight information display system (FIDS).

10.1 FIDS Interface

A FIDS interface to Dispatch greatly increases the amount of real-time information available to you as dispatcher. FIDS provides up-to-the-minute ground movement information on:

- ETA
- ETD
- Gate
- Aircraft Type
- Ship Number
- Destination



Figure 10-1:FIDS Icon with change indicated

As feed messages are received, the Current Schedule is updated and a FIDS icon appears on the Dispatch screen. Dispatchers must acknowledge each FIDS change.

FIDS is also used to notify Dispatchers about flights of interest that are not in the current schedule. If Dispatch has flights for a particular airline in the Current Schedule and a FIDS message appears for that airline for a flight that is not in the schedule, Dispatch will create the flight and bring this to the operator's attention.

10.1.1 Acknowledging messages

When the FIDS icon begins to flash this is to draw the operator's attention to the fact a FIDS message has arrived, an audible alarm will also sound. The flight that is affected will have a FIDS box, colored purple, attached and the Flight Box will go gray. There is a slight time delay between the sounding of the alarm and the Flight Box changing color.



Figure 10-2: FIDS Boxes shown attached to Flight Boxes

- Clicking on the FIDS icon stops the flashing and the audible alarm
- The FIDS Box will turn white to show that the dispatcher is aware that there are changes
- Turning the FIDS Boxes white identifies them from subsequent messages that arrive

If several flights are changed they can be acknowledged using the Clear Change indicators command on the Flight menu.



Figure 10-3: Flight menu showing the Clear Change Indicators command

10.1.2 Changes to flights not displayed

If a change occurs to a flight that is not currently in the display the indicator on the left hand side, whether for gates, operators or vehicles, will turn blue to indicate the row on which there is a change.

10.3 Displaying a FIDS Log



Figure 10-5:FIDS Log Icon

FIDS messages can affect flights by changing ground movement details. Sometimes it is important to be able to look back at messages in the order in which they were received.

- Clicking the FIDS Log icon in the toolbar will display the FIDS log
- A right click will bring up a menu option to sort a particular column



Figure 10-6: Flight Information dialog Box displaying the FIDS Log

11 Using Automatic Data Capture in Dispatch

Note! Dispatch with Automatic Data Capture is only available with FuelsManager Aviation Professional and Enterprise Editions.

One of the advantages Dispatch provides is the ability to communicate directly with a fueling vehicle. Fuelers are able to receive up to the minute directions, ground movement information and uplift data. Likewise, dispatchers are able to receive up to date information as to the status of a fueling.

When a fueler logs on in a vehicle a list of any flights allocated are listed on the on-truck system. Thereafter the fueler is kept up to date with any changes to a flight, whether they are manual changes made by a dispatcher, ground movement changes from the FIDS or uplift changes.

11.1 Fueling cycle

The following describes the stages of a fueling from a flight first entering a schedule until a fueling is completed.

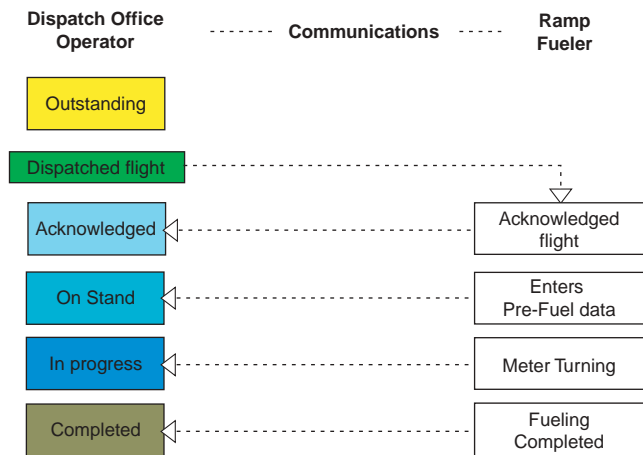


Figure 11-1: The standard fueling cycle

11.2 Communications Failures

If there is a problem with the communications medium the following transactions take place. The status of the flight goes to dispatched but the fueler does not get the message. After a period of time the flight status changes to show that there is a problem getting the message to the fueler and that there is no communications.

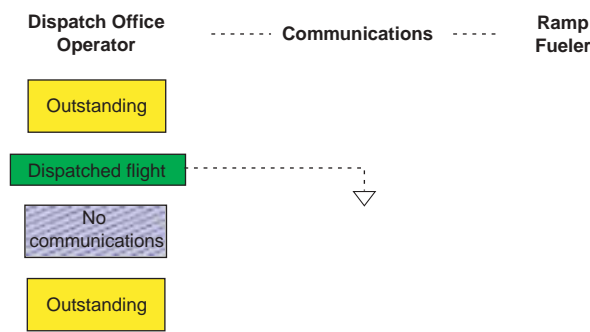


Figure 11-2: Fueling cycle with a communications failure

The dispatcher must manually clear the communications message to acknowledge the problem and the flight will return to outstanding.

11.2.1 Clearing a Communications Failure

Perform the following procedure to clear the communications failure status and return the flight to outstanding.

1. Right click on the flight to display the Flight Status Bar
2. Press the Clear Comms command button

The screenshot shows the 'Flight Details' bar in the software. It contains a table with flight information and a row of action buttons.

Flight ID	ETA	ETD	Dest	AcType	SPT	AcProg	State	PostStart	PostStop	Oper	Vehicle	Updat
1151014	15:30	15:29:2003	15:30	C-17	5100	0150	51012	15:30	15:40			1

Below the table are several buttons: 'New Flight Under Launch', 'Send Message', 'Clear Fuel Change', 'Clear Comms', 'Clear Fueling', and 'Edit Flight Information'.

Figure 11-3: Flight Details bar

11.3 Fueling information changes

When there is a connection to a FIDS interface giving ground movement information or there is an interface to a fuel load system then changes can occur at any time. If the fueling has already been acknowledged the new information will be sent to the fueler without any intervention on the part of the dispatcher.

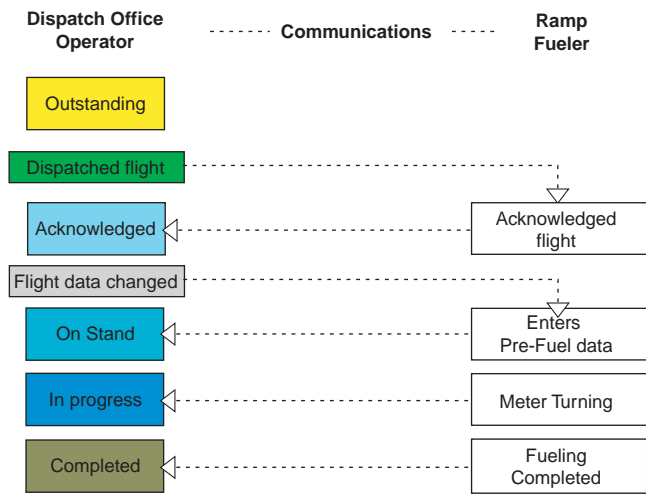


Figure 11-4: The fueling cycle with a FIDS change

12 Using FuelsManager IntoPlane

Note! The IntoPlane interface is only available with FuelsManager Aviation Professional and Enterprise Editions.

As a fueling agent, you can use a handheld computer running FuelsManager IntoPlane software to enter fueling data at the wingtip, capture fueling data from the meters (depending on your system configuration), and submit that data wirelessly to the IntoPlane server.

This chapter describes how to enter IntoPlane transactions using an IntoPlane handheld computer. The way you use IntoPlane is determined by your site's FuelsManager and network facilities, as described in section 12.2 on page 96.

If you are using FuelsManager Kiosk to enter fueling data, refer to Chapter 13.

12.1 Fuel Ticket Types

You can use your IntoPlane handheld computer to enter four types of fueling tickets electronically, as you work:

- Create Fuel – for manually entering all data relating to a refuel operation.
- Create Defuel – for manually entering all data relating to a defuel operation.
- 24Hr Ticket – for manually recording the current meter reading for a piece of equipment.
- Meter Rotation – for manually recording the start and stop meter reading for a maintenance movement of fuel through a piece of equipment.

How you enter these tickets, and how they are saved to the network, depends upon your system configuration, as described in section 12.2 on page 96.

12.2 Modes of Operation and DCU Communications

12.2.1 Modes of Operation

FuelsManager IntoPlane for each handheld computer is set to operate in one two modes: Online or Batch.

- Online mode is for sites that have installed a full wireless network covering the entire aircraft fueling area. Your handheld computer will download flights assigned to you after you log in, and each transaction that you complete will automatically be uploaded to the network. See section 12.3 on page 97.
- Batch mode is for airport facilities that do not have a comprehensive wireless network. Assigned flights can be downloaded at a wireless access point and saved on the handheld. After completing fueling operations, you return to the wireless access point and upload your completed transactions to the network. See section 12.4 on page 112.

12.2.2 DCU Communications

Your site may have Data Collection Units (DCUs) installed on fueling carts. DCUs collect meter start and meter stop values during fueling operations and send that data using Bluetooth technology to your IntoPlane handheld computer. Bluetooth is a wireless communication technology with an effective range of about 35 feet.

You can use your handheld computer to communicate with a DCU regardless of the IntoPlane mode setting (online or batch), if the DCU feature has been turned on in the IntoPlane configuration settings.

12.3 Entering Fuel Tickets in Online Mode

This section describes how to record and submit fueling data using your handheld IntoPlane computer. To use this procedure, your facility must be equipped with an area-wide Wireless Network, and that Data Collection Units (DCUs) are installed on fueling carts. Your handheld computer must also be set to run in Online mode.

12.3.1 Entering a Fuel Issue in Online Mode

1. If your handheld is not on the Login screen, touch the screen to start.

Figure 12-1: Touch Screen to Start screen



2. On the Login screen, select your user ID in the Operator list. If passwords are used, enter your password, and then select Login.

Figure 12-2: Login screen



3. On the Select Flight screen, select the flight to be fueled and then the next button in the lower right corner (>>).

Figure 12-3: Select Flight screen



4. The flight detail screen provides information about the flight. Enter the nose number of the aircraft at the assigned gate and verify the displayed information is correct.

Figure 12-4: Ship screen

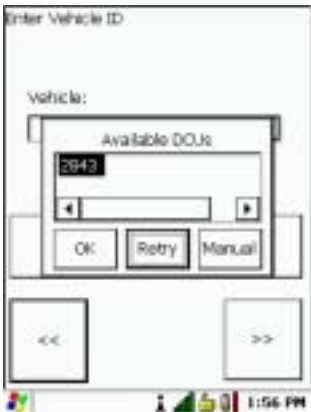


5. Select the next button in the bottom right corner (>>).

If the DCU feature is enabled, the unit will automatically search for any cart in the area.

6. The first cart located will be displayed.
- If the cart listed is not the correct cart, select the Retry button.

Figure 12-5: Available DCUs dialog box



Note! Every cart within the range (approximately 35 feet) of the handheld unit will be listed. For this reason, you

should be near the aircraft to be fueled before proceeding past the flight detail screen.

- If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (> >).
 - Select the correct vehicle from the list, and then select OK.
 - If only one piece of equipment is listed and it is the correct ID, you may hit Enter on the keyboard.
7. On the Enter Vehicle ID screen, the selected vehicle will be displayed.

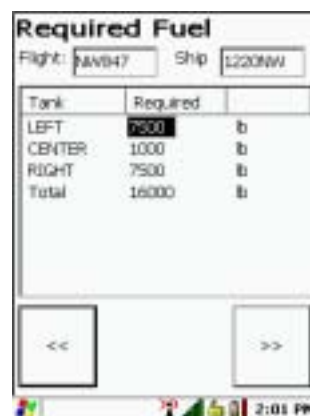
Figure 12-6: Enter Vehicle ID screen

- a. If the vehicle is correct, select the next button (> >). If the vehicle is not correct, select Scan.
- b. If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (> >).



8. The Required Fuel Load screen displays the required fuel load by tank. Select the next button in the bottom right corner (> >).

Figure 12-7: Required Fuel screen



9. On the Arrival Fuel screen, enter the fuel in each tank before fueling.

Figure 12-8: Arrival Fuel screen

10. Select the next button (>>).

Arrival Fuel

Flight: JAV847 Ship: L220NW

Tank	Arrival	
LEFT	2000	lb
CENTER	500	lb
RIGHT	2000	lb
Total	4500	lb

<< [Stop] >>

2:07 PM

11. The Meter Start screen displays the meter value before fueling. Do one of the following.

Figure 12-9: Meter Start screen

- If the DCU is enabled, this value will be automatically populated. It may take approximately 1-2 seconds for the value to appear.
- If the value is not displayed, or is incorrect, you may manually change the value by selecting the field and then the Enter button from the key board.

Meter Start

Flight: JAV847 Ship: L220NW

Meter	Volume	
Meter 1	98755.1	gal (US)

Get Meter Value

<< >>

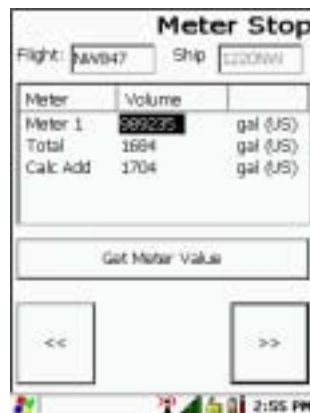
2:18 PM

Note! This will disconnect the handheld device from the DCU and the meter stop will not be collected automatically. Once the value is displayed, select the next button (>>).

12. When the Meter Stop screen is displayed, you can begin fueling.

As the fuel begins to flow through the meter, the meter stop value should change and the Total value should display the issued amount.

Figure 12-10: Meter Stop screen



- Note!** The Meter value and the Total value will trail the actual gallons issued by a few seconds. Do not turn the unit off during fueling.
- Note!** During the fueling operation, the handheld may display a message reporting that communication with the DCU was lost. The message will offer you the opportunity to select Yes or No to reconnect to the DCU. You should select Yes, to reconnect.
- If the DCU is enabled, this value will be automatically populated. It may take approximately 1-2 seconds for the value to appear.

13. When you have finished fueling:

- If the handheld is connected to the DCU, select Get Meter Value. This obtains the final meter value from the DCU.
- If the handheld is not connected to the DCU, you can manually change the values on the Meter Start and/or Meter Stop screen. Press the back button (<<) to return to the Meter Start screen. Select the Volume value, press the Enter key, and change the value. Select the next button (>>) to go to the Meter Stop screen, and change the value if necessary. The total gallons issued should now be correct.

14. Select the next button (>>).

15. On the Final Gauge Values screen, enter the amount of fuel in each tank.
16. Select the next button (>>).

Figure 12-11: Final Gauge Values screen

Tank	Actual	Unit
LEFT	7500	lb
CENTER	1000	lb
RIGHT	7515	lb
Total	16015	lb

Flight: JMW47 Ship: 1220MW

<< Back >>

3:04 PM

The validation screen will compare the fuel added to the fuel metered.

Figure 12-12: Validation screen

Actual: 16015 Arrival: 4500 Added: 11515 lbs

Density: 6.75 lb/gal(US)

Added: 1706 Pumped: 1694 Difference: 22 gal

Tolerance: 119 gal

Status: APPROVED

Help (F1) Remark (F2)

<< >>

3:05 PM

17. To enter a remark for this ticket, select the Remark (F2) button, and then enter your remark. Select OK when finished.

Figure 12-13: Enter Remarks dialog box

Actual: 16015 Arrival: 4500 Added: 11515 lbs

Enter Remarks

Remarks

OK

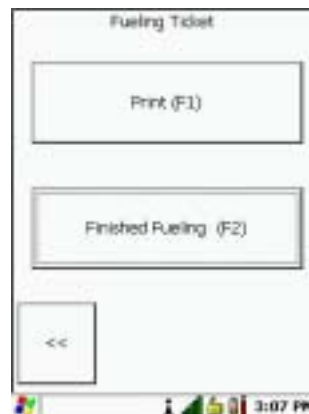
<< >>

3:05 PM

18. If the difference is within tolerance, continue by selecting the next button (>>) on the validation screen.
19. On the Fueling Ticket screen, select the Finished Fueling button to complete the electronic ticket and send the transaction to IntoPlane server.

Figure 12-14: Fueling Ticket screen

A Sending Transaction message will appear. Remain in the immediate area of the fueling equipment until this message closes and the Login screen appears. The handheld sends the transaction and disconnects from the vehicle during this period.



12.3.2 Entering a Defuel in Online Mode

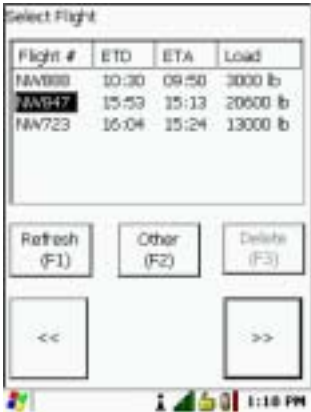
The procedure for entering a defuel ticket in Online mode is essentially the same as entering a defuel in Batch mode. To enter a defuel ticket, see section 12.4.1 on page 112.

Note! When in Online mode, each transaction is uploaded automatically upon completion, so you do not need to manually upload transactions as described in the Batch mode procedure.

12.3.3 Entering a 24-Hour Ticket in Online Mode

- 1. Select Start.
- 2. On the login screen, select your user ID from the Operator list, and then press Login.
- 3. On the Select Flight screen, select the Other (F2) button.

Figure 12-15: Select Flight screen



- 4. On the Select Transaction screen, select the 24Hr Ticket button.

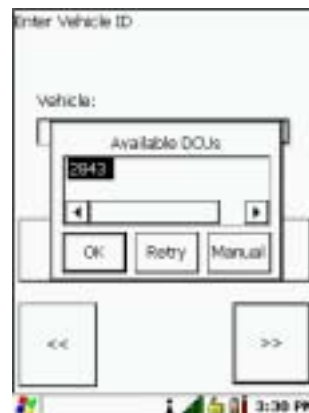
Figure 12-16: Select Transaction screen

If the DCU feature is enabled, the unit will automatically search for any cart in the area.



5. The first cart located will be displayed.
 - If the cart listed is not the correct cart, select the Retry button.

Figure 12-17: Available DCUs dialog box



Note! Every cart within the range (approximately 35 feet) of the handheld unit will be listed. For this reason, you should be near the aircraft to be fueled before proceeding past the flight detail screen.

- If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (>>).
 - Select the correct vehicle from the list, and then select OK.
 - If only one piece of equipment is listed and it is the correct ID, you may hit Enter on the keyboard.
6. On the Enter Vehicle ID screen, the selected vehicle will be displayed.

Figure 12-18: Enter Vehicle ID screen



- a. If the vehicle is correct, select the next button (>>). If the vehicle is not correct, select Scan.
- b. If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (>>).

7. On the Enter Date / Time screen, ensure that the date, time, and product entries are correct. Change the values if necessary.

Figure 12-19: Enter Date / Time screen

Note! Pay close attention to the Date and Time settings if the time is after midnight. You may need to adjust the Date and Time because they default to the current date and time.)

8. Leave the handheld on the Enter Date\Time screen while the paper ticket is entered into the register and stamped. This step allows the handheld time to retrieve the meter reading from the DCU.
9. Select the next button (>>).
10. On the Meter Value screen, the meter value transmitted to the handheld by the DCU will be displayed. If it is not, select the Get Meter Value button.

Figure 12-20: Meter Value screen

11. Compare the Volume value displayed to the value on the stamped ticket:
 - If the stamped value is the same as the value in the handheld, select >> and go to step 18.
 - If the stamped value is different, select the meter value with the up/down key on the handheld. Press the Enter key and then enter the stamped meter value. Press the Enter key again to save the new value.
12. Select >>.

13. A message will appear, select "Yes" to write the new value to the DCU.
14. Select "Finished Fueling" and the transaction will be submitted

Figure 12-21: Fueling Ticket screen

The 24 Hour ticket report can be run from any of the Dispatch workstations. This report will show the 24 Hour tickets entered for all equipment for the date range selected.

Note! When you are finished with fueling operations, upload the completed transactions as described in section 12.4.4 on page 132.



12.3.4 Entering a Meter Rotation in Online Mode

1. Select Start.
2. On the login screen, select your user ID from the Operator list, and then press Login.
3. On the Select Flight screen, select the Other (F2) button.

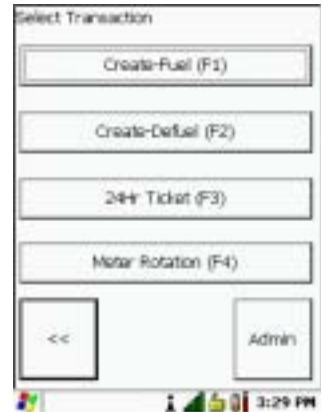
Figure 12-22: Select Flight screen



4. On the Select Transaction screen, select the 24Hr Ticket button.

Figure 12-23: Select Transaction screen

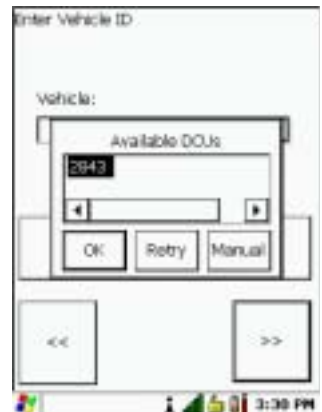
If the DCU feature is enabled, the unit will automatically search for any cart in the area.



5. The first cart located will be displayed.
 - If the cart listed is not the correct cart, select the Retry button.

Figure 12-24: Available DCUs dialog box

Note! Every cart within the range (approximately 35 feet) of the handheld unit will be listed. For this reason, you should be near the aircraft to be fueled before proceeding past the flight detail screen.



- If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (>).
- Select the correct vehicle from the list, and then select OK.
- If only one piece of equipment is listed and it is the correct ID, you may hit Enter on the keyboard.

6. On the Enter Vehicle ID screen, the selected vehicle will be displayed.

Figure 12-25: Enter Vehicle ID screen

- a. If the vehicle is correct, select the next button (>>). If the vehicle is not correct, select Scan.
- b. If the scanning process does not return the correct vehicle ID, select Manual and then select the correct vehicle from the drop-down list. The meter start and stop values must be manually entered in this mode. Select the next button (>>).



7. On the Enter Date / Time screen, ensure that the date, time, and product entries are correct. Change the values if necessary.

Figure 12-26: Enter Date / Time screen

- Note!** Pay close attention to the Date and Time settings if the time is after midnight. You may need to adjust the Date and Time because they default to the current date and time.)



8. Leave the handheld on the Enter Date\Time screen while the paper ticket is entered into the register and stamped. This step allows the handheld time to retrieve the meter reading from the DCU.
9. Select the next button (>>).

10. The Meter Start screen displays the meter value as stored in the DCU (if enabled). It may take approximately 1-2 seconds for the value to appear. The DCU meter value should be compared to the stamped meter value.

If the value is not displayed, or is incorrect, you can manually change the value by selecting the field and then pressing Enter key on the handheld.



Figure 12-27: Meter Start screen

11. When the correct value is displayed, select the next button (>>).
12. When the Meter Stop screen is displayed, you can begin the fueling operation.

As the fuel begins to flow through the meter, the meter stop value should change (if the handheld is connected to the DCU) and the Total value should display the issued amount.



Figure 12-28: Meter Stop screen

Note! The Meter value and the Total value will trail the actual gallons issued by a few seconds. Do not turn the unit off during fueling.

Note! During the fueling operation, the handheld may display a message reporting that communication with the DCU was lost. If this occurs, select Yes to reconnect.

13. If the total gallons issued or the meter start and stop are incorrect, you can correct the meter start and stop values manually. To enter the meter start, highlight the value and use the enter key to change the value. Move forward to the meter stop screen and change the value. The total gallons issued should now be correct.

14. If the handheld is connected to the DCU, at the completion of the fueling operation, you must select Get Meter Value to ensure that the handheld obtains the final meter value from the DCU. If the DCU is not enabled, enter the meter stop value manually.
15. Select the next button (>>).
16. On the Fueling Ticket screen, select the Print button to print the fuel data to a paper ticket.

Note! If the Finished Fueling button is selected before the Print button, the following screen will appear. Select Yes to complete the ticket without printing the fuel data to the paper ticket. Select No to return to the Finished Fueling screen and select Print.

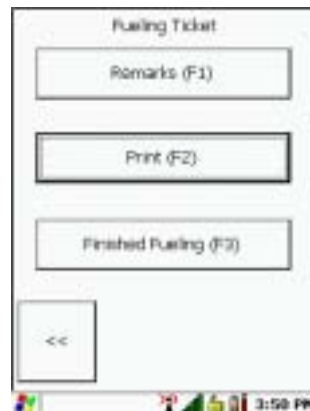


Figure 12-29: Fueling Ticket screen

17. Select the Finished Fueling button to complete the electronic ticket.
18. Remain in the immediate area of the fueling equipment until the Select Flight screen is visible. The handheld disconnects from the DCU on the vehicle during this period.
19. Once the Finished Fueling button has been selected, the transaction will be saved to the IntoPlane server via the wireless network.

12.4 Entering Fuel Tickets in Batch Mode

This section describes how to enter fueling transactions in a handheld computer running the FuelsManager IntoPlane software in Batch mode. In Batch mode, the handheld computer stores data for each fueling operation (transaction) that you enter, and then submits all the data to the FuelsManager server when you connect to the network.

The Batch mode setting is for use when your fueling operations are outside of the wireless network:

- A. You can download all of your assigned flights in the break room or other area established as a wireless access point. The handheld stores the flights.
If your facility does assign flights via IntoPlane, you can enter flight information manually.
- B. You leave the wireless network and go to the aircraft to perform issues, defuels, meter rotations and 24 hour tickets as assigned. You fill out an electronic ticket for each transaction using the handheld computer. The handheld computer stores the completed transactions.
- C. You return with the handheld computer to the wireless network, where you upload the completed transactions to the FuelsManager IntoPlane server.

12.4.1 Entering a Fuel Issue/Defuel Manually in Batch Mode

Step-by-Step

1. If your handheld is not on the Login screen, touch the screen to start.

Figure 12-30: Touch Screen to Start screen



2. On the Login screen, select the appropriate user ID. If passwords are utilized, you must enter the password and then select Login.

Figure 12-31: Login screen

3. If you are not within the wireless network, a warning message appears. Press the OK button to proceed.

Figure 12-32: Warning screen



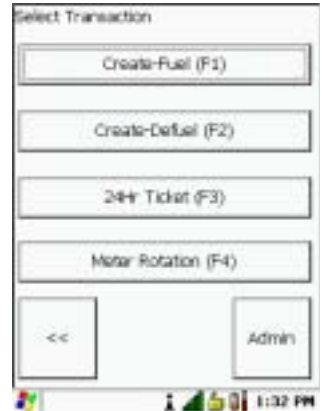
4. On the Select Flights/Select Flights to Download screen, select the Other (F2) button or press the F2 key.

Figure 12-33: Select Flight screen

Flight #	ETD	ETA	Load
NAVES	00:00	00:00	NO LOAD

5. On the Select Transaction screen, do one of the following:
 - to enter a fuel issue, select the Create Fuel (F1) button.
 - to enter a defuel, select the Create Defuel (F2) button

Figure 12-34: Select Transaction screen



6. On the Enter Flight Info screen, enter the flight number and set the scheduled time of departure and the scheduled data of departure.

Figure 12-35: Enter Flight Info screen

Note! Pay close attention to this setting if creating a manual flight after midnight. You may need to adjust the STD Date and time because they default to the current date and time.) Select the next button in the bottom right corner (>>).



7. Select the next button (>>) in the bottom right corner of the screen.

8. On the Enter Aircraft Info screen enter the Ship # (Tail, nose or unique identifier for aircraft to be serviced), select the Aircraft Type and Gate # from the drop-down lists. Enter a pit number if applicable.

Figure 12-36: Enter Aircraft Info

Note! If the Ship # you enter is not in the IntoPlane system, a data validation error screen will appear. Select No to go back to the Enter Aircraft Info screen. Correct the Ship # or select Yes to proceed.

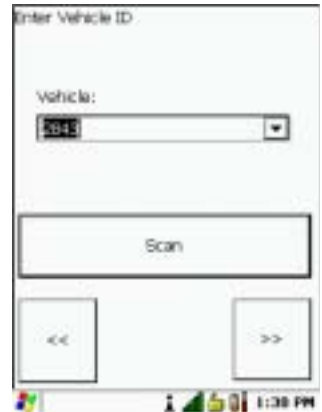
9. Select the next button (>>).
 - A "Searching for DCUs" message appears. The DCU feature is enabled for your handheld unit. IntoPlane searches for any cart in the area and displays the first cart (DCU) found, as shown in Figure 12-37.

Figure 12-37: Available DCUs Dialog Box

- If the unit does not search for a DCU, but goes directly to the Enter Vehicle ID screen, go to step 15.
10. If the Available DCUs dialog box is shown, proceed to the next step
 11. If the correct cart is shown in the Available DCUs dialog box, click OK and go directly to step 15. If the correct cart is not shown:
 - a. Select the Retry button. Every cart within range (approximately 35 feet of the handheld) will be listed. For this reason, it is important that you be in the area of the aircraft to be fueled before proceeding past the Enter Aircraft Info screen.
 - b. Select the correct equipment id from the list, and then click OK. The vehicle selected will be displayed on the Enter Vehicle ID screen.

12. On the Enter Vehicle screen, check the vehicle ID shown.
 - If the vehicle ID is not correct, go to step 13.
 - If the vehicle ID is correct, go to step 14.

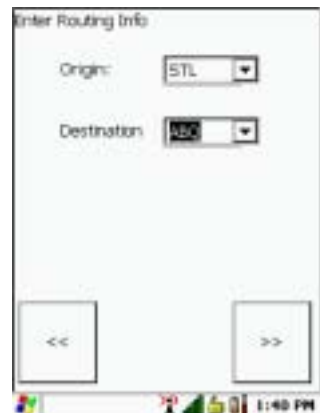
Figure 12-38: Enter Vehicle ID screen



13. If the scanning process does not return the correct vehicle ID:
 - a. Select Manual and then select the correct vehicle from the drop-down list.
 - b. Manually enter the meter start and stop values.
 - c. Select the next button (>>) of the screen.
14. Select the next button (>>) of the screen.

15. On the Enter Routing Info screen, select the appropriate values for the Origin and Destination from the drop down menus.

Figure 12-39: Enter Routing Info screen



16. Select the next button in the bottom right corner (>>).

17. The Enter Product Info screen displays the default product and density. Select the appropriate product from the drop down menu and enter the current Density.

Figure 12-40: Enter Product Info screen

18. Select the next button in the bottom right corner (>>).

19. On the Required Fuel screen, enter the required fuel load for each tank.

Figure 12-41: Required Fuel screen

Tank	Required	
LEFT	6000	lb
CENTER	2000	lb
RIGHT	6000	lb
Total	14000	lb

At the bottom are '<<' and '>>' navigation buttons. The status bar at the very bottom shows the time as 1:44 PM.

20. Select the next button in the bottom right corner (>>)

21. On the Arrival Fuel screen, enter the fuel load in each tank before fueling.

Figure 12-42: Arrival Fuel screen

Tank	Arrival	
LEFT	2000	lb
CENTER	600	lb
RIGHT	2000	lb
Total	4600	lb

At the bottom are '<<', 'Back', and '>>' buttons. The status bar at the very bottom shows the time as 1:45 PM.

22. Select the next button in the bottom right corner (>>)

23. The Meter Start screen displays the meter value before fueling.

- If the DCU is enabled, this value will be automatically populated. It may take approximately 1-2 seconds for the value to appear.

Figure 12-43: Meter Start screen

Meter	Volume	
Meter 1	991999	gal (US)

- If the value is not displayed, or is incorrect, you can enter the value manually. Select the field and then the Enter button on the handheld. Enter the value and then press the Enter key again.

Note! This disconnects the handheld device from the DCU. The meter stop will not be collected automatically.

24. When the correct value is shown in the Volume field, select the next button (>>).

The Meter Stop screen appears with a Total [pumped] value = 0.

Figure 12-44: Meter Stop screen (initial)

Meter	Volume	
Meter 1	991999	gal (US)
Total	0	gal (US)
Calc Add	1999	gal (US)

25. When the handheld displays the Meter Stop screen, you can begin fueling. As the fuel begins to flow through the meter, the meter stop value should change (if the handheld is connected to the DCU) and the Total value should display the issued amount.

Note! Note that the Meter value and the Total value will trail the actual gallons issued by a few seconds. Do not turn the unit off during fueling.

26. During the fueling operation, the handheld may display a message reporting that communication with the DCU was lost. The message will offer you the opportunity to select Yes or No to reconnect to the DCU. You should select Yes, to reconnect.

27. When you have finished fueling:

- If the handheld is connected to the DCU, select Get Meter Value. This obtains the final meter value from the DCU.

Figure 12-45: Meter Stop screen (edited)

Meter Stop

Flight: 676 Ship: 2205NW

Meter	Volume	
Meter 1	993332	gal (US)
Total	1393	gal (US)
Calc Add	1393	gal (US)

Get Meter Value

<< >>

1:58 PM

- If the handheld is not connected to the DCU, you can manually change the values on the Meter Start and/or Meter Stop screen. Press the back button (<<) to return to the Meter Start screen. Select the Volume value, press the Enter key, and change the value. Select the next button (>>) to go to the Meter Stop screen, and change the value if necessary. The total gallons issued should now be correct.

28. Select the next button (>>).

29. On the Final Gauge Values screen, enter the volume of fuel in each tank as shown at the aircraft.

Figure 12-46: Final Gauge Values screen

Final Gauge Values

Flight: 676 Ship: 2205NW

Tank	Actual	
LEFT	00000	lb
CENTER	00000	lb
RIGHT	00000	lb
Total	0	lb

<< Stock >>

1:58 PM

30. Select the next button (>>). The IntoPlane software compares the

fuel added (gauge readings) to the fuel metered and shows the results in a validation screen.

Figure 12-47: Validation screen

31. Check the Status field shown on the validation screen:
- If the Status is "APPROVED" the difference between the gauge and meter readings are within tolerance. Proceed to the next step.
 - If the Status is "REJECTED", the difference between the gauge and meter readings is out of tolerance. Use the back button (<<) to return to the Meter Start, Meter Stop, and/or Final Gauge Values screens and make any changes necessary until the validation screen shows "APPROVED".
32. Select the next button (>>).
33. On the Fueling Ticket screen, select the Print button to print a paper fuel ticket.



Figure 12-48: Fueling Ticket screen

34. Select the Finished Fueling button to save the electronic ticket to a file on the handheld.
- Note!**

If the Finished Fueling button is selected before the Print button, a Print Warning message will appear. Select the Yes button to complete the ticket without printing the fuel data to the paper ticket. Select No to return to the Finished Fueling screen, and then select Print.
35. Remain in the immediate area of the fueling equipment until the Select Transaction screen appears. The handheld disconnects from the DCU on the vehicle during this period.



Note! When you are finished with fueling operations, upload the completed transactions as described in section 12.4.4 on page 132.

12.4.2 Entering a 24-Hour Ticket in Batch Mode

The 24 Hour Ticket feature allows you to capture the end meter reading for each piece of equipment. The end meter is combined with the previous days end meter to form a 24 Hour ticket.

The 24 Hour ticket report can be run from any of the Dispatch workstations. This report will show the 24 Hour tickets for all equipment for the date range selected.

12.4.2.1 Entering a 24-Hour Ticket in Batch Mode (with DCU)

1. To begin, touch the screen to start.

Figure 12-49: Touch Screen to Start screen



2. On the Login screen, select the appropriate user ID. If passwords are utilized, you must enter the password and then select Login.

Figure 12-50: Login screen



3. If you are not within the wireless network, a warning message appears. Press the OK button to proceed.

Figure 12-51: Warning screen



4. On the Select Flight/Select Flights to Download screen, select the Other (F2) button or press the F2 key.

Figure 12-52: Select Flight screen



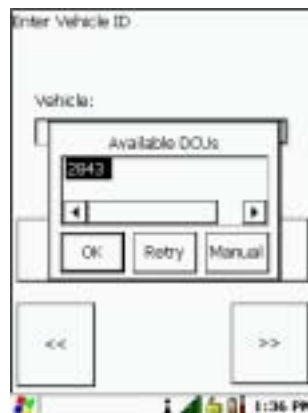
5. On the Select Transaction screen, select 24Hr Ticket (F3) or press the F3 key.

Figure 12-53: Select Transaction screen



- A "Searching for DCUs" message appears. The DCU feature is enabled for your handheld unit. IntoPlane searches for any cart in the area and displays the first cart (DCU) found, as shown in Figure 12-37.

Figure 12-54: Available DCUs dialog box



- If the unit does not search for a DCU, but goes directly to the Enter Vehicle ID screen, go to step 8.
6. If the Available DCUs dialog box is shown, proceed to the next step.
 7. If the correct cart is shown in the Available DCUs dialog box, click OK and go directly to step 15. If the correct cart is not shown:
 - a. Select the Retry button. Every cart within range (approximately 35 feet of the handheld) will be listed. For this reason, it is important that you be in the area of the aircraft to be fueled before proceeding past the Enter Aircraft Info screen.
 - b. Select the correct equipment id from the list, and then click OK. The vehicle selected will be displayed on the Enter Vehicle ID screen.
 8. On the Enter Vehicle screen, check the vehicle ID shown.
 - If the vehicle ID is not correct, go to step 9.
 - If the vehicle ID is correct, go to step 10.

Figure 12-55: Enter Vehicle ID screen



9. If the scanning process does not return the correct vehicle ID:
 - a. Select Manual and then select the correct vehicle from the drop-down list.
 - b. Manually enter the meter start and stop values.
 - c. Select the next button (>>).

10. Select the next button (>>).
11. On the Enter Date / Time screen, ensure that the date, time, and product entries are correct. Change the values if necessary.

Figure 12-56: Enter Date / Time screen

Note! Pay close attention to the Date and Time settings if the time is after midnight. You may need to adjust the Date and Time because they default to the current date and time.)

12. Leave the handheld on the Enter Date\Time screen while the paper ticket is entered into the register and stamped. This step allows the handheld time to retrieve the meter reading from the DCU.
13. Select the next button (>>).

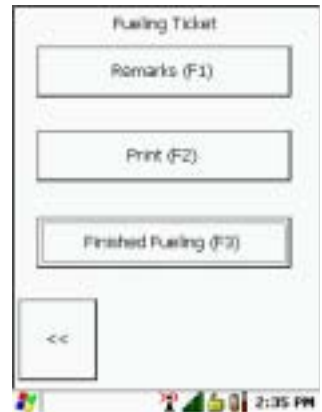
14. On the Meter Value screen, the meter value transmitted to the handheld by the DCU will be displayed. If it is not, select the Get Meter Value button.

Figure 12-57: Meter Value screen

15. Compare the Volume value displayed to the value on the stamped ticket:
 - If the stamped value is the same as the value in the handheld, select >> and go to step 18.
 - If the stamped value is different, select the meter value with the up/down key on the handheld. Press the Enter key and then enter the stamped meter value. Press the Enter key again to save the new value.
16. Select >>.

17. A message will appear, select "Yes" to write the new value to the DCU.
18. Select the Finished Fueling button. The transaction will be saved.

Figure 12-58: Fueling Ticket screen



12.4.2.2 *Entering a 24-Hour Ticket in Batch Mode (w/out DCU)*

The 24 Hour Ticket feature allows you to capture the end meter reading for each piece of equipment. The end meter is combined with the previous days end meter to form a 24 Hour ticket.

To create the 24 Hour Ticket:

1. Obtain a stamped ticket for each piece of equipment.
2. From the handheld or desktop, enter the user ID and select Login
 - If the handheld is on the network, the Select flight screen will be displayed. Select the Other button. The Select Transaction screen will be displayed.
 - If the handheld is not on the network, a message will be displayed saying that it is continuing offline. Select OK. The Select Transaction screen will be displayed.
3. Select Other.
4. Select 24 Hour Ticket.
5. Select the equipment number from the drop down.
6. Select >> to move to the Date\Time Entry.
7. Select >> to move to the Meter screen.
8. Select the meter value with the up/down key
9. Press the Enter key. Enter the stamped meter value, and then press the Enter key again to save the value.
10. Select >>.
11. Select Finished Fueling to save the transaction.

Note! When you are finished with fueling operations, upload the completed transactions as described in section 12.4.4 on page 132.

12.4.3 Entering a Meter Rotation in Batch Mode

1. To begin, touch the screen to start.

Figure 12-59: Touch Screen to Start screen



2. On the Login screen, select the appropriate user ID. If passwords are utilized, you must enter the password and then select Login.

Figure 12-60: Login screen



3. If you are not within the wireless network, a warning message appears. Press the OK button to proceed.

Figure 12-61: Warning - Can't Connect screen



4. On the Select Flight/Select Flights to Download screen, select the Other (F2) button or press the F2 key.

Figure 12-62: Select Flight screen



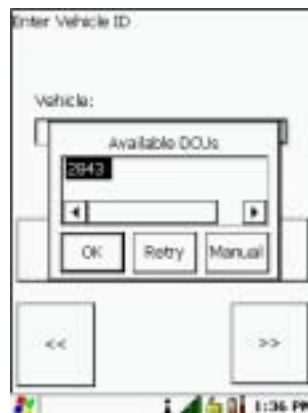
5. On the Select Transaction screen, select 24Hr Ticket (F3) or press the F3 key.

Figure 12-63: Select Transaction screen



- A "Searching for DCUs" message appears. The DCU feature is enabled for your handheld unit. IntoPlane searches for any cart in the area and displays the first cart (DCU) found, as shown in Figure 12-37.

Figure 12-64: Available DCUs dialog box



- If the unit does not search for a DCU, but goes directly to the Enter Vehicle ID screen, go to step 8.
6. If the Available DCUs dialog box is shown, proceed to the next step.
 7. If the correct cart is shown in the Available DCUs dialog box, click OK and go directly to step 15. If the correct cart is not shown:
 - a. Select the Retry button. Every cart within range (approximately 35 feet of the handheld) will be listed. For this reason, it is important that you be in the area of the aircraft to be fueled before proceeding past the Enter Aircraft Info screen.
 - b. Select the correct equipment id from the list, and then click OK. The vehicle selected will be displayed on the Enter Vehicle ID screen.
 8. On the Enter Vehicle screen, check the vehicle ID shown.
 - If the vehicle ID is not correct, go to step 9.
 - If the vehicle ID is correct, go to step 10.

Figure 12-65: Enter Vehicle ID screen



9. If the scanning process does not return the correct vehicle ID:
 - a. Select Manual and then select the correct vehicle from the drop-down list.
 - b. Manually enter the meter start and stop values.
 - c. Select the next button (>>).

10. Select the next button (>>).
11. On the Enter Date / Time screen, ensure that the date, time, and product entries are correct. Change the values if necessary.

Figure 12-66: Enter Date / Time screen

Note! Pay close attention to the Date and Time settings if the time is after midnight. You may need to adjust the Date and Time because they default to the current date and time.)

12. Leave the handheld on the Enter Date\Time screen while the paper ticket is entered into the register and stamped. This step allows the handheld time to retrieve the meter reading from the DCU.
13. Select the next button (>>).

14. The Meter Start screen displays the meter value as stored in the DCU (If enabled). It may take approximately 1-2 seconds for the value to appear. The DCU meter value should be compared to the stamped meter value.

If the value is not displayed, or is incorrect, you can manually change the value by selecting the field and then pressing Enter key on the handheld.

Meter	Volume
Meter 1	993332 gal (US)

Figure 12-67: Meter Start screen

15. When the correct value is displayed, select the next button (>>).

16. When the Meter Stop screen is displayed, you can begin the fueling operation.

As the fuel begins to flow through the meter, the meter stop value should change (if the handheld is connected to the DCU) and the Total value should display the issued amount.



Figure 12-68: Meter Stop screen

Note! The Meter value and the Total value will trail the actual gallons issued by a few seconds. Do not turn the unit off during fueling.

Note! During the fueling operation, the handheld may display a message reporting that communication with the DCU was lost. If this occurs, select Yes to reconnect.

17. If the total gallons issued or the meter start and stop are incorrect, you can correct the meter start and stop values manually. To enter the meter start, highlight the value and use the enter key to change the value. Move forward to the meter stop screen and change the value. The total gallons issued should now be correct.
18. If the handheld is connected to the DCU, at the completion of the fueling operation, you must select Get Meter Value to ensure that the handheld obtains the final meter value from the DCU. If you return to this screen the Get Meter Value button must again be selected in order to proceed. If the DCU is not enabled, enter the meter stop value manually.
19. Select the next button (>>).
20. On the Fueling Ticket screen, select the Print button to print the fuel data to a paper ticket.

Note! If the Finished Fueling button is selected before the Print button, the following screen will appear. Select Yes to complete the ticket without printing the fuel data to the paper ticket. Select No to return to the Finished Fueling screen and select Print.

21. Select the Finished Fueling button to complete the electronic ticket.

22. Remain in the immediate area of the fueling equipment until the Select Flight screen is visible. The handheld disconnects from the DCU on the vehicle during this period.
23. Once the Finished Fueling button has been selected, the transaction will be written to a file on the handheld. You can upload completed transactions to the server at a later time.

Note! When you are finished with fueling operations, upload the completed transactions as described in section 12.4.4 on page 132.

12.4.4 Uploading Completed Fuel Tickets in Batch Mode

Each time you enter a complete transaction into the IntoPlane software, the transaction is saved in a file on the handheld. After you have finished fueling operations, you need to send all the saved transactions to the IntoPlane server, as described in the following steps.

Step-by-Step

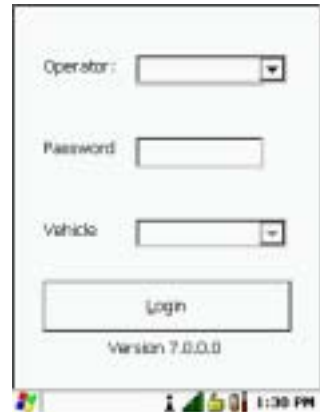
1. To begin, touch the screen to start.

Figure 12-69: Touch Screen to Start screen



2. On the Login screen, select the appropriate user ID. If passwords are utilized, you must enter the password and then select Login.

Figure 12-70: Login screen



3. If you are not within the wireless network, a warning message appears. Take the following steps:
 - a. Press the OK button to proceed.
 - b. On the Select Flights screen, click the back (<<) button to return to the Login screen.
 - c. Physically move to a better location.
 - d. Test the connection by repeating steps 2 and 3 until the Warning message does not appear.



Figure 12-71: Warning screen

4. On the Select Flights to Download screen, select the Other (F2) button or press the F2 key.

Figure 12-72: Select Flights to Download screen



5. On the Select Transaction screen, select the Admin button.

Figure 12-73: Select Transaction screen



6. On the Admin Transactions screen, select the Upload FSRs button. All the completed fuel tickets (transactions) saved on your handheld are sent to the IntoPlane server.

Figure 12-74: Admin Transactions screen



13 Using FuelsManager Kiosk

Note! The FuelsManager Kiosk is only available with FuelsManager Aviation Professional and Enterprise Editions.

If your facility has installed a FuelsManager Kiosk, you can fill out paper tickets as you perform fueling operations, and then use the FuelsManager Kiosk touch-screen computer to enter your fuel tickets into the FuelsManager system.

This chapter describes how to enter fueling transactions at a FuelsManager Kiosk. Typically, you would use the FuelsManager Kiosk as follows:

- A. Receive your assignments.
- B. Go to the aircraft to perform issues, defuels, meter rotations and 24 hour tickets as assigned.
- C. Return to a break room or other common area where the FuelsManager Kiosk is located.
- D. Enter your completed tickets into the FuelsManager Kiosk, and then print out a fuel ticket for each transaction. The information you entered is automatically available to FuelsManager Accounting.

If you are using handheld computers to enter fueling data, refer to Chapter 12.

13.1 Modes of Operation

FuelsManager Kiosk is available in one of two configurations: .

- Volume-based data entry provides one screen for fuel issue or defuel transactions and does not include a validation step. See section 13.2 on page 136.
- Mass-based data entry provides screens for entering mass-based fuel issues and defuels, 24 hour ticket, and meter rotation transactions. The software checks your fuel issue and defuel entries for accuracy. See section 13.3 on page 138.

13.2 Entering a Volume-Based Fuel Issue at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-1: Initial screen



2. On the Login screen, enter your Operator ID and Password.

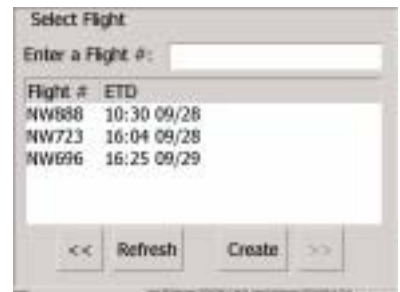
To enter a value, touch the field to open the data entry screen, and then use the onscreen buttons to select the appropriate numbers and/or letters.



Figure 13-2: Login screen

3. Touch the Login button. The Select Flight screen appears.

Figure 13-3: Select Flight screen



4. Do one of the following:
 - Select a flight from the list.
 - To refresh the list with your latest flight assignments, touch the Refresh button.
 - If the flight is not listed, press the Create button and enter the flight data manually.

5. If there are many flights listed, type the first one to three characters of the flight name in the Enter a Flight # field. The matching flights appear in the list, as shown in Figure 13-4.

Figure 13-4: Filtered Flight list

6. Press the next (>>) button. The Enter Fueling Data screen appears.

Figure 13-5: Enter Fueling Data screen (initial view)

7. Enter the fuel ticket information.

To enter a value, touch the field to open the data entry screen.

Figure 13-6: Enter Fueling Data screen (entered values)

8. Touch the Submit button. The fuel transaction is saved in the FuelsManager system.

13.3 Entering Mass-Based Fuel Tickets at the Kiosk

This section describes how to use the FuelsManager Kiosk to record a fuel issue using mass-based units.

If your facility has installed a volume-based FuelsManager Kiosk, see section 13.2 on page 136.

13.3.1 Entering an Assigned Fuel Issue at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-7: Initial screen



2. On the Login screen, enter your Operator ID and Password.
 - To enter your Operator ID, touch the v button and select your ID from the list.

Figure 13-8: Login screen



- You can also enter a value manually by touching the field to open a data entry screen. Use the onscreen buttons to select the appropriate numbers and/or letters, and then press the OK button.
3. Touch the Login button. The Select Flight screen appears.

4. Do one of the following:
 - Select a flight from the list.
 - If your flight is not listed, press the Other button to create the flight ticket manually, as described in section 13.3.2.



Figure 13-9: Select Flight screen

- To refresh the list with your latest flight assignments, touch the Refresh button.
5. Press the next (>>) button. The ship screen appears.



Figure 13-10: Ship screen

6. Press the Ship # field to enter the ship number. Use the onscreen keypad to enter the characters for the ship number, and then press the OK button.

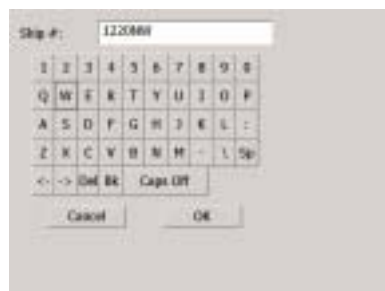


Figure 13-11: Ship # screen

7. The ship number you entered appears in the Ship # field. Press the next button (>>) to proceed.

Figure 13-12: Ship screen (with Ship #)

Flight: NW658 ETD: 12:49 10/06

Ship #: 1220NW

Destination: ABQ V

Aircraft Type: 319 V

Gate: A07 V

Pit:

<< >>

8. On the Enter Vehicle screen, select a Vehicle from the list or enter a vehicle number using the data entry screen.

Figure 13-13: Enter Vehicle ID screen

Enter Vehicle ID

Vehicle: 2814 V

<< >>

9. Press the next (>>) button.

10. On the Required Fuel screen, verify that the required fuel matches that shown on the fuel ticket.

Figure 13-14: Required Fuel screen

Required Fuel

Flight: NW658 Ship: 1220NW

Tank	Required	
LEFT	7500	lb
CENTER	1000	lb
RIGHT	7500	lb
Total	16000	lb

<< >>

11. Press the next (>>) button. The Arrival Fuel screen appears.
12. On the Arrival Fuel screen, press each entry in the Arrival column and enter the value in pounds from the fuel ticket.
13. The tank arrival fuel numbers you entered will appear with a total value as shown in Figure 13-15.

Figure 13-15: Arrival Fuel screen (values entered)

Arrival Fuel

Flight: NW658 Ship: 1220NW

Tank	Arrival	
LEFT	2000	lb
CENTER	400	lb
RIGHT	2000	lb
Total	4400	lb

<< Stick >>

14. Press the next (>>) button. The Meter Start screen appears with a meter Volume reading of 00000.
15. On the Meter Start screen, enter the volume reading for the meter start value.

Figure 13-16: Meter Start screen

Meter	Volume
Meter 1	1250 gal..

16. Press the next (>>) button. The Meter Stop screen appears with a Meter reading of 00000.
17. On the Meter Stop screen, enter the volume reading for the meter stop value.

Figure 13-17: Meter Stop screen

Meter	Volume
Meter 1	2970 gal..
Calc ...	1719 gal..

18. Press the next (>>) button.
19. On the Final Gauge Values screen, enter the gauge reading for each tank. The tank numbers and the total pounds value appear as shown in Figure 13-18.
20. Press the next (>>) button.

Figure 13-18: Final Gauge Values screen

Tank	Actual	
LEFT	7500	lb
CENTER	1000	lb
RIGHT	7500	lb
Total	16000	lb

21. FuelsManager Kiosk compares the volume pumped (meter start & stop, in gallons) to the mass of fuel added (final gauge values - arrival fuel, in pounds). If these amounts are within tolerance, the Status shows 'Approved', as shown in Figure 13-19.



Figure 13-19: Validation screen

- If the status shows 'Rejected', press the back button (<<) and correct the values in the previous screens. Repeat the previous steps as necessary.
22. When the validation Status is 'Approved', press the next (>>) button.
23. On the Fueling Ticket screen, press the Print button and use the Print dialog box to print the fuel ticket.
24. Press the Finished Fueling button. The ticket is saved in the FuelsManager system and becomes available to FuelsManager Accounting.



Figure 13-20: Fueling Ticket screen

13.3.2 Entering an Unassigned Fuel Issue at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-21: Initial screen



2. On the Login screen, enter your Operator ID and Password.
 - To enter your Operator ID, touch the v button and select your ID from the list.

Figure 13-22: Login screen



FuelsManager

Operator: D060 v

Password: *****

Vehicle: v

Login

- You can also enter a value manually by touching the field to open a data entry screen. Use the onscreen buttons to select the appropriate numbers and/or letters, and then press the OK button.
3. Touch the Login button. The Select Flight screen appears.

Figure 13-23: Select Flight screen



Select Flight

Flight #	ETD	ETA	Load
NW885	12-52	12:12	16800 lb

<< Refresh Other Delete >>

4. Press the Other button. The Select Transaction screen appears.

Figure 13-24: Select Transaction screen



5. Press the Create Fuel button. The Enter Aircraft Info screen appears with blank values, as shown in Figure 13-25.

Figure 13-25: Enter Aircraft Info screen



6. On the Enter Aircraft info screen, enter the values for the Ship #, Aircraft Type, Gate, and Pit (if used) from the fueling ticket.

Figure 13-26: Enter Aircraft Info screen (values entered)



7. Press the (>>) button. The ship screen appears, as shown in Figure 13-27.

Figure 13-27: Enter Flight Info screen



8. On the Enter Flight Info screen, enter the flight number in the Flight # field.
9. Change the STD Time and STD Date values if necessary to match the date and time on the fuel ticket.

Figure 13-28: Enter Flight Info screen (values entered)



10. Press the (>>) button. The Enter Vehicle ID screen appears.
11. Enter the Vehicle ID by pressing the 'v' button and selecting the ID from list, or by manually entering a number in the Vehicle field.

Figure 13-29: Enter Vehicle ID screen



12. Press the (>>) button. The Enter Vehicle ID screen appears.

13. Enter the Vehicle ID by pressing the 'v' button and selecting the ID from list, or by manually entering a number in the Vehicle field.

Figure 13-30: Enter Vehicle ID screen



14. Press the next (>>) button.

15. On the Enter Routing Info screen, select the appropriate Origin and Destination for the flight.

Figure 13-31: Enter Routing Info screen



16. Press the next (>>) button.

17. On the Enter Product Info screen, select the appropriate product. The density value associated with that product is automatically entered.

Figure 13-32: Enter Product Info screen



18. Press the next (>>) button. The Enter Product Info screen appears with zero values, as

shown in Figure 13-33 on page 147.

Figure 13-33: Required Fuel screen (initial)

Tank	Required	
LEFT	00000	lb
CENTER	00000	lb
RIGHT	00000	lb
Total	0	lb

19. On the Required Fuel screen, select the appropriate product. The density value associated with that product is automatically entered.

Figure 13-34: Required Fuel screen (values entered)

Tank	Required	
LEFT	7500	lb
CENTER	1000	lb
RIGHT	7500	lb
Total	16000	lb

20. Press the next (>>) button. The Arrival Fuel screen appears with zero values.
21. On the Arrival Fuel screen, press each entry in the Arrival column and enter the value in pounds from the fuel ticket. The tank arrival fuel numbers you entered will appear with a total value as shown in Figure 13-35.

Figure 13-35: Arrival Fuel screen (values entered)

Tank	Arrival	
LEFT	900	lb
CENTER	400	lb
RIGHT	900	lb
Total	2200	lb

22. Press the next (>>) button. The Meter Start screen appears with a meter Volume reading of 00000.

23. On the Meter Start screen, enter the volume reading for the meter start value.

Figure 13-36: Meter Start screen (value entered)

Meter	Volume
Meter 1	2231 gal..

24. Press the next (>>) button.
The Meter Stop screen appears with a Meter reading of 00000.
25. On the Meter Stop screen, enter the volume reading for the meter stop value, as shown in the example in Figure 13-37.

Figure 13-37: Meter Stop screen (value entered)

Meter	Volume
Meter 1	4276 gal..
Calc ...	2045 gal..

26. Press the next (>>) button.
27. On the Final Gauge Values screen, enter the gauge reading for each tank. The tank numbers that you entered and the total appear as shown in Figure 13-38.

Figure 13-38: Final Gauge Values screen

Tank	Actual
LEFT	7500 lb
CENTER	1000 lb
RIGHT	7500 lb
Total	16000 lb

28. Press the next (>>) button.

29. FuelsManager Kiosk compares the volume pumped (meter start & stop, in gallons) to the mass of fuel added (final gauge values - arrival fuel, in pounds). If these amounts are within tolerance, the Status shows 'Approved', as shown in Figure 13-39.

	Arrived	Final	Added	To
Weight:	2188	3000	1800	8
Volume:	2044	2045	1	128 gal (100)
Density:	6.75	8 gal (100)	8 gal (100)	

Status: APPROVED

Figure 13-39: Validation screen

If the status shows 'Rejected', press the back button (<<) and correct the values in the previous screens. Repeat the previous steps as necessary.

30. When the validation Status is 'Approved', press the next (>>) button.
31. On the Fueling Ticket screen, press the Print button and use the Print dialog box to print the fuel ticket.
32. Press the Finished Fueling button. The ticket is saved in the FuelsManager system and becomes available to FuelsManager Accounting.

Fueling Ticket

Print

Finished fueling

<<

Figure 13-40: Fueling Ticket screen

13.3.3 Entering an Unassigned Defuel at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-41: Initial screen



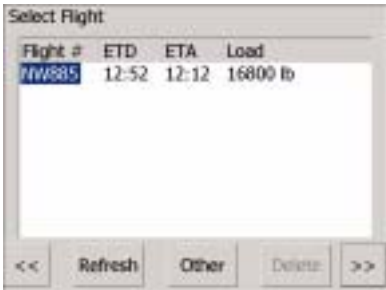
2. On the Login screen, enter your Operator ID and Password.
 - To enter your Operator ID, touch the v button and select your ID from the list.

Figure 13-42: Login screen



- You can also enter a value manually by touching the field to open a data entry screen. Use the onscreen buttons to select the appropriate numbers and/or letters, and then press the OK button.
3. Touch the Login button. The Select Flight screen appears.

Figure 13-43: Select Flight screen



4. Press the Other button. The Select Transaction screen appears.

Figure 13-44: Select Transaction screen



5. Press the Create Defuel button. The Enter Aircraft Info screen appears with blank values.
6. Proceed through the remaining screens as described in section 13.3.2, "Entering an Unassigned Fuel Issue at the Kiosk" on page 142.

13.3.4 Entering a 24 Hour Ticket at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-45: Initial screen



2. On the Login screen, enter your Operator ID and Password.
 - To enter your Operator ID, touch the v button and select your ID from the list.

Figure 13-46: Login screen



- You can also enter a value manually by touching the field to open a data entry screen. Use the onscreen buttons to select the appropriate numbers and/or letters, and then press the OK button.
3. Touch the Login button. The Select Flight screen appears.

Figure 13-47: Select Flight screen



4. Press the Other button. The Select Transaction screen appears.

Figure 13-48: Select Transaction screen



5. Press the 24Hr Ticket button. The Enter Vehicle ID screen appears a blank field, as shown in Figure 13-49.

Figure 13-49: Enter Vehicle ID screen (initial)



6. On the Enter Vehicle ID screen, press the v button to select the vehicle from list. If the vehicle is not in the list, press the Vehicle field and manually enter the vehicle ID number.

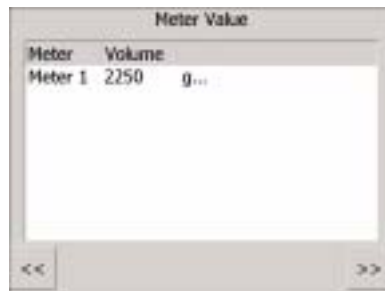
Figure 13-50: Enter Vehicle ID screen (value entered)



7. Press the (>>) button. The Meter Value screen appears showing a zero volume reading for the meter.

8. On the Meter Value screen, enter the meter volume reading, as shown in Figure 13-51.

Figure 13-51: Enter Flight Info screen (values entered)



Meter	Volume
Meter 1	2250 g...

9. Press the (>>) button. The Fueling Ticket screen appears.
10. To submit a comment that will remain on record for this transaction, press the Remarks button and enter the comment as indicated.

Figure 13-52: Enter Vehicle ID screen



Fueling Ticket

Remarks

Print

Finished Fueling

11. Print the completed ticket by pressing the Print button.
12. When you are finished with the transaction, press the Finished Fueling button. The transaction is saved.

13.3.5 Entering a Meter Rotation at the Kiosk

Step-by-Step

1. Touch the kiosk screen to begin.

Figure 13-53: Initial screen



2. On the Login screen, enter your Operator ID and Password.
 - To enter your Operator ID, touch the v button and select your ID from the list.

Figure 13-54: Login screen

- You can also enter a value manually by touching the field to open a data entry screen. Use the onscreen buttons to select the appropriate numbers and/or letters, and then press the OK button.
3. Touch the Login button. The Select Flight screen appears.

Figure 13-55: Select Flight screen

Flight #	ETD	ETA	Load
NW888	10:30	09:50	3000 lb
NW723	16:04	15:24	13000 lb
NW696	16:25	15:45	16000 lb

4. Press the Other button. The Select Transaction screen appears.

Figure 13-56: Select Transaction screen



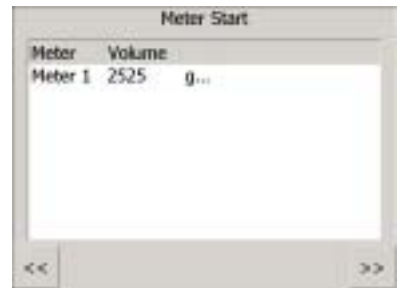
5. Press the Meter Rotation button. The Enter Vehicle ID screen appears a blank Vehicle field.
6. On the Enter Vehicle ID screen, press the v button to select the vehicle from list. If the vehicle is not in the list, press the Vehicle field and manually enter the vehicle ID number.

Figure 13-57: Enter Vehicle ID screen (value entered)



7. Press the (>>) button. The Meter Start screen appears showing a zero volume reading for the meter.
8. On the Meter Start screen, enter the meter volume reading, as shown in Figure 13-58.

Figure 13-58: Enter Flight Info screen (values entered)



9. Press the (>>) button.
10. Press the (>>) button. The Meter Stop screen appears showing a zero volume reading for the meter.

11. On the Meter Stop screen, enter the meter volume reading, as shown in Figure 13-59.

Figure 13-59: Enter Flight Info screen (values entered)

Meter	Volume
Meter 1	3535 g...

12. Press the (>>) button. The Fueling Ticket screen appears.
13. To submit a comment that will remain on record for this transaction, press the Remarks button and enter the comment as indicated.

Figure 13-60: Enter Vehicle ID screen

Fueling Ticket

Remarks

Print

Finished Fueling

14. Print the completed ticket by pressing the Print button.
15. When you are finished with the transaction, press the Finished Fueling button. The transaction is saved.

14 Using the Web Server Interface

Note This feature is only available with FuelsManager Aviation Enterprise Edition.

If your organization has installed the FuelsManager Web Server, you can connect to FuelsManager from any location with Internet access by using a web browser.

14.1 FuelsManager Web Server Interface Elements

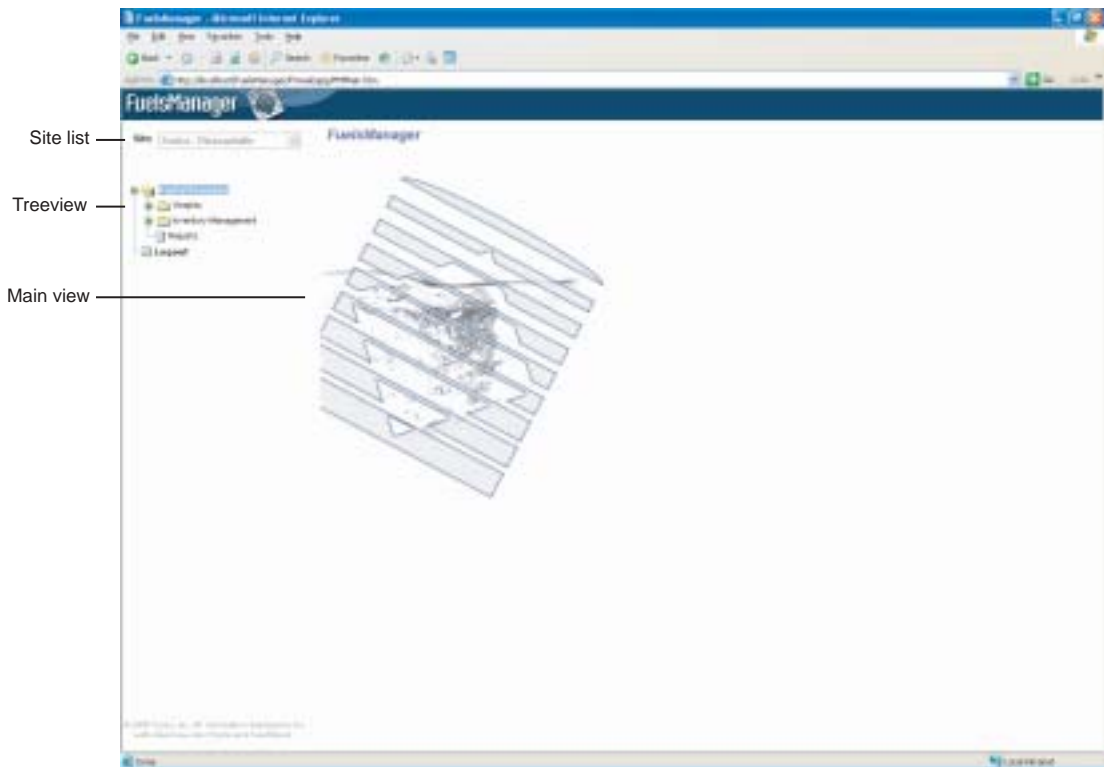


Figure 14-1: Elements of FuelsManager Web Server Interface

- Site list: use this to select a FuelsManager site to access
- Treeview: navigate through this structure to select information
- Main view: shows the selected information

14.2 Starting the FuelsManager Web Server Interface

Note! Web browser access to FuelsManager is only available with FuelsManager Aviation Enterprise Edition.

You can connect to the FuelsManager systems for one or more sites with a web browser by using the FuelsManager Web Server Interface.

Step-by-Step

1. Open Internet Explorer.
2. Go to the FuelsManager web server address for your organization. This will be provided by your site administrators. The FuelsManager login screen opens.
3. Enter your user name, password, and the name of the FuelsManager site, as shown in Figure 14-2.

Note! Access to multiple sites is only available with FuelsManager Enterprise Edition.

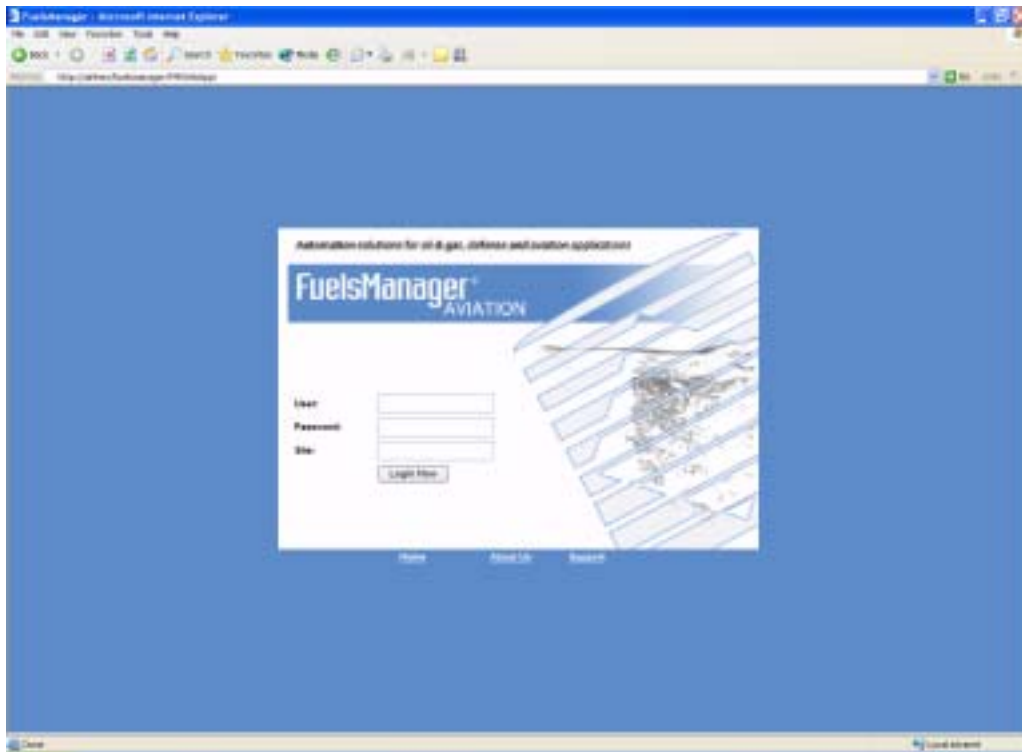


Figure 14-2: Web Server Login Screen

4. Click the Login Now button. The FuelsManager Web Server Interface opens in your browser.

14.3 Entering Fuel Tickets

These instructions describe how you can add fuel tickets to the FuelsManager Accounting database using your web browser.

Step-by-Step:

In the FuelsManager web access page,

Note! Access to multiple sites is only available with FuelsManager Enterprise Edition.

1. If you have access to multiple sites, select a site in the Sites list box.
2. In the left treeview, click the plus symbol next to IntoPlane to expand the tree.



Figure 14-3: Treeview - IntoPlane options

3. Click Fuel Tickets. The Aviation - Fuel Tickets page appears.

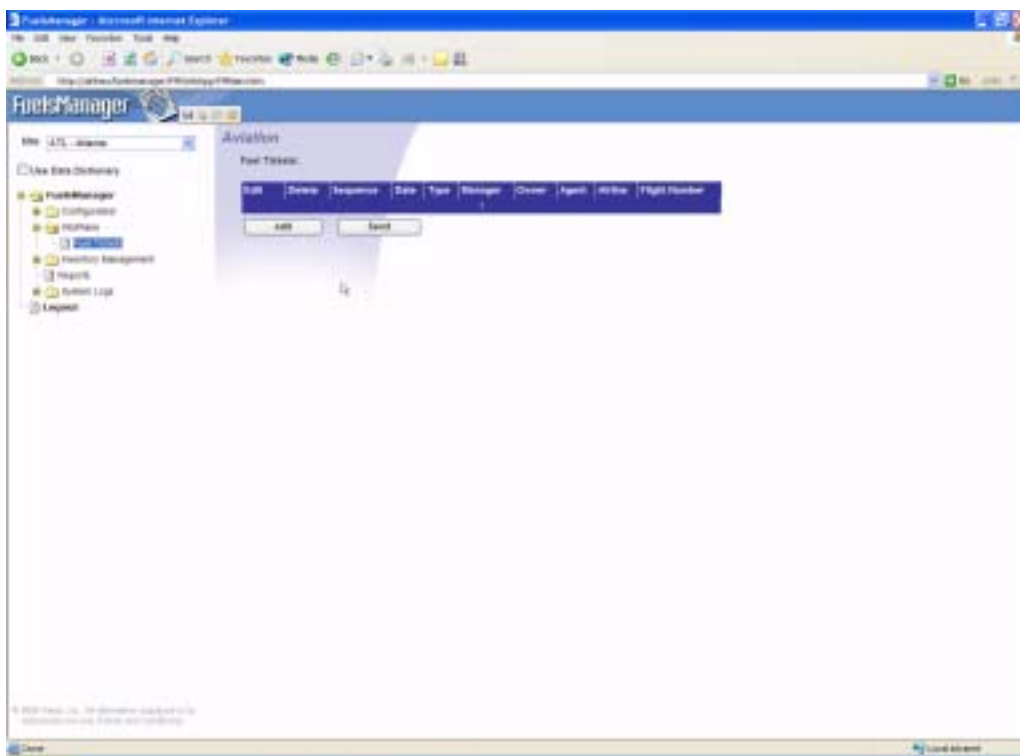


Figure 14-4: Aviation - Fuel Tickets Page

4. Click the Add button. The Fuel Ticket page appears, as shown in Figure 14-5.

The screenshot shows the 'Fuel Ticket' page in the FuelsManager web application. The interface includes a sidebar with navigation options and a main content area with form fields and a table. The form fields include Ticket Number, Aircraft Type, Flight Number, Date, Destination, and various gauges (Serial, Range, Fuel). Below the form is a table with columns: Quantity, Ticket, UPL, Equipment, Operator, Product, Meter Start, Meter End, Total, Start Time, and Stop Time. The table has one row with a red 'X' icon in the first column. At the bottom are buttons for Add, Submit, and Edit.

Figure 14-5: Fuel Ticket Page

5. Enter or select the fuel ticket information at the top of the page to match the entries on the paper ticket.
6. Enter or select the line item information in the line item table to match the first line item on the paper ticket.
7. If you need to record more than one line item for this transaction, click the Add button to add a new line item row.
8. Repeat steps 6 and 7 as appropriate.
9. To save this transaction, When you click the Submit button.
10. To enter another fuel ticket, click the Add button and repeat steps 5 through 9.
11. If you need to change any of the fuel tickets you just entered:
 - a. Click the Edit button for the fuel ticket.

- b. Edit the fuel ticket fields as appropriate.
 - c. Click the Submit button. The Aviation - Fuel Tickets page appears showing all of the fuel tickets entered.
12. When you finished entering fuel tickets, click the Send button under the Fuel Tickets table. The fuel ticket records you entered are saved to the FuelsManager Accounting database.

14.4 Viewing and Saving Reports

You can use the FuelsManager Web Server Interface to view and save site reports for one or more FuelsManager sites in your organization. This section describes how to open a report, how to view it, and how to save the report in a particular file format.

14.4.1 Opening a Report

When you open a site report with your web browser, FuelsManager uses the appropriate report definition to obtain the latest information from the FuelsManager Professional system for the selected site, and displays the results in your browser.

Step-by-Step:

1. If you have access to multiple sites, select a site in the Sites list box.
2. In the left treeview, click Reports. A list of the reports appears in the right browser frame. Figure 14-6 on page 165 shows the standard reports delivered with FuelsManager.

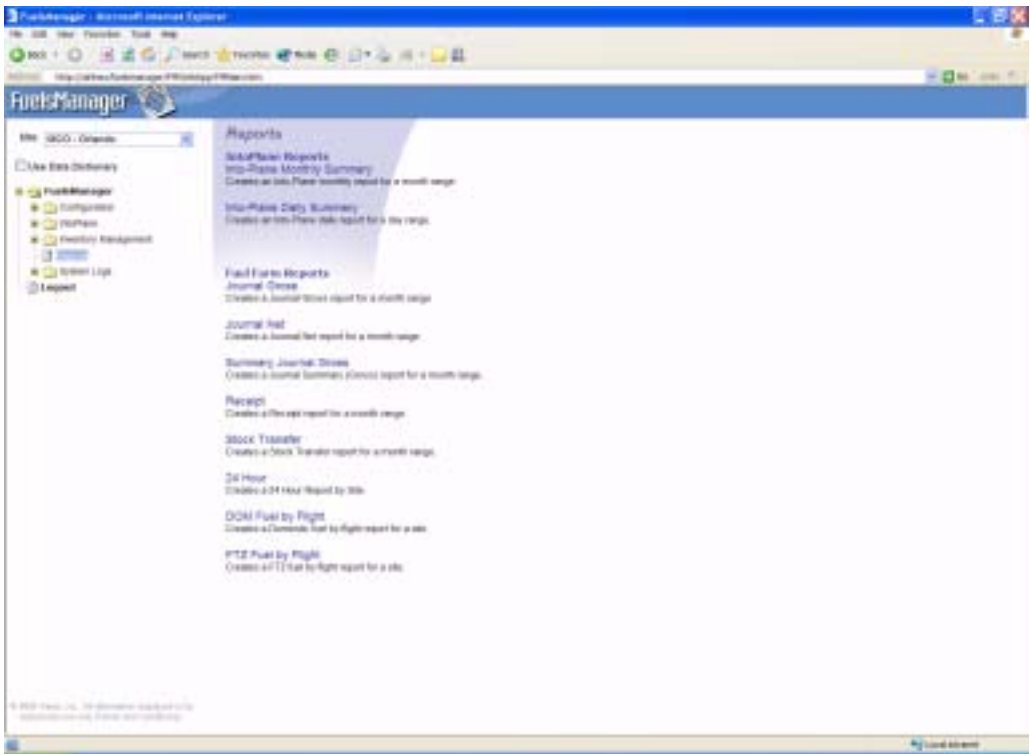


Figure 14-6: FuelsManager Aviation Web Reports Page

3. Click a report in the list. A blank report page appears, as shown in the example in Figure 14-7.

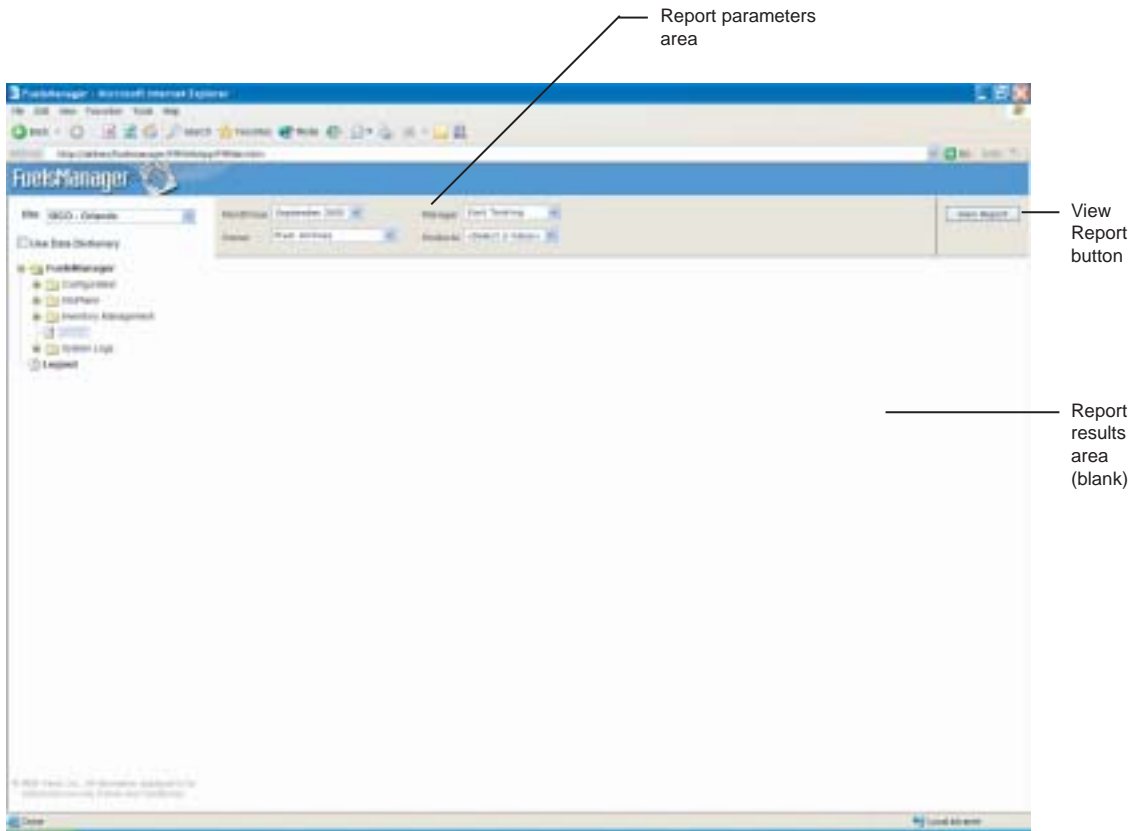


Figure 14-7: FuelsManager Aviation Report Parameters

4. In the upper left area of the report page, enter or select the report parameters. For example you may need to enter a date or date range, select an Owner, and select a Product.
5. Click the View Report button, shown in Figure 14-7. FuelsManager Aviation generates the report and the report appears, as shown in the example in Figure 14-7 on page 166.

To view, print, or export the report, see section 14.4.2, "Viewing, Printing, and Exporting Reports" on page 168.

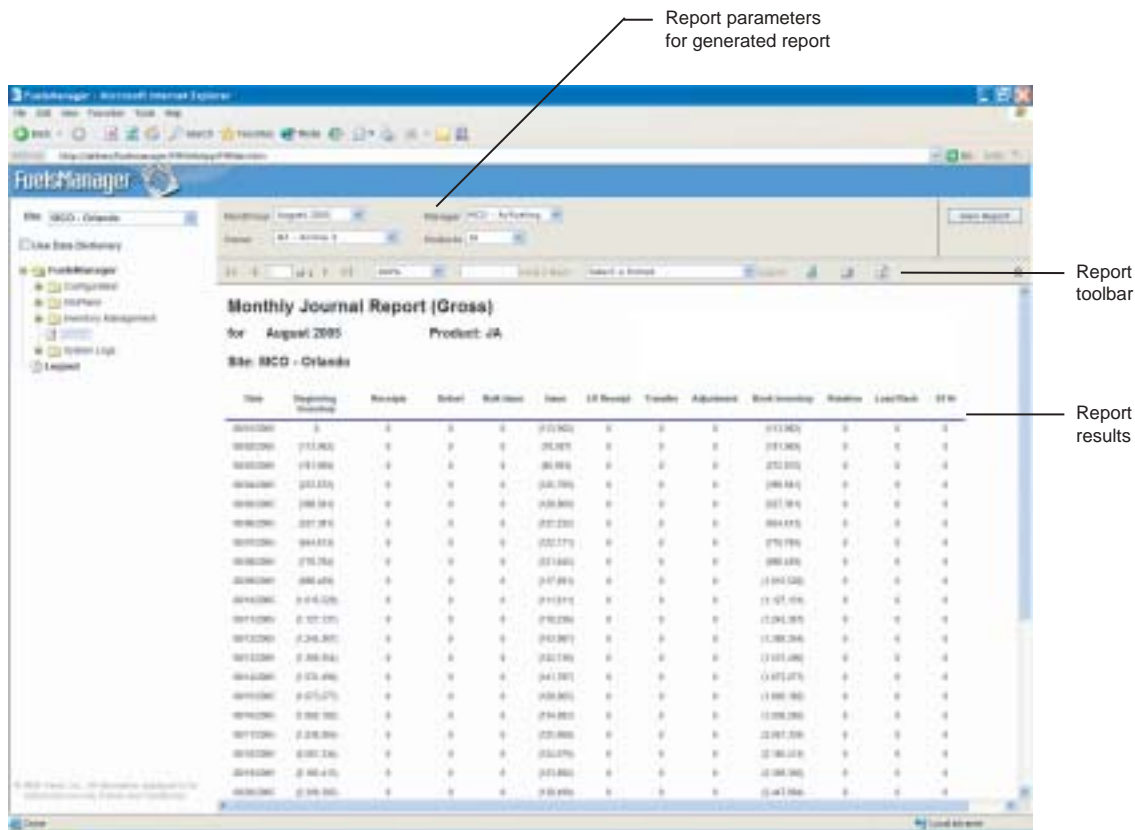


Figure 14-8: FuelsManager Aviation Report

14.4.2 Viewing, Printing, and Exporting Reports

With a report displayed in your web browser, you can use the report toolbar, to view different pages of the report, zoom in or out, and print the report. You can also save (export) the file a separate file. The toolbar is shown in Figure 14-8 on page 167 and in Figure 14-9 below.

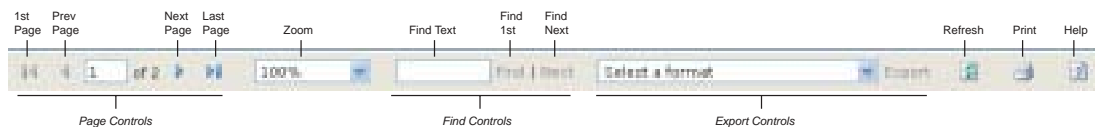


Figure 14-9: Report Toolbar

14.4.2.1 Paging Through a Report

You can use the buttons on the left side of the report toolbar to page through the report.

- Type a page number in the page number box, and then press Enter.
- Go to the first page: click the 1st Page icon.
- Go to previous page: click the Prev Page icon.
- Go to 1st page: click the Next Page icon.
- Go to 1st page: click the Last Page icon.

14.4.2.2 Changing the View Size of a Report

- In the report scale list box, select a report size.

14.4.2.3 Searching in a Report

1. In the search box, type the word or phrase that you want to find in the report.
2. Click Find. If the word or phrase is found, the report is displayed again with the word or phrase highlighted.
3. To find the next occurrence of the same word or phrase, click Next.

14.4.2.4 Refreshing a Report

- On the report toolbar, click the Refresh icon.

14.4.2.5 Printing a Report

- On the report toolbar, click the Print icon.

14.4.2.6 Getting Help for a Report

- On the report toolbar, click Help icon.

14.4.2.7 Exporting a Report to a File

You can easily export a FuelsManager report to a file and store the file at a location you choose. FuelsManager gives you the option to export reports to many popular file formats, including Excel, Acrobat (PDF), and CSV formats.

- In the format selection box, select the appropriate file format, and then click Export.

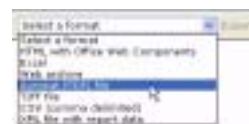


Figure 14-10: Selecting a Report Format

- In the File Download dialog box, click Save.

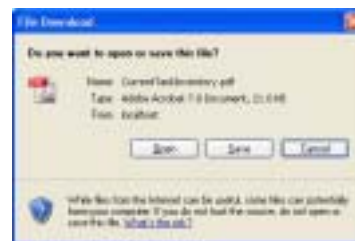


Figure 14-11: File Download dialog box

Note! If you are exporting a PDF file, you can click the Open button to create the PDF and view it immediately in your browser.

- In the Save As dialog box, locate or create the directory where you want to save the exported file. Open the folder and click Save to save the file.
- In the Download complete dialog box, do one of the following:
 - Click Open to open the exported report with the appropriate software.
 - Click Open Folder to show the file in its folder.
 - Click Close.

14.5 Logging Out of the Web Server Interface

When you are finished using the FuelsManager Web Server Interface, follow this procedure to close your session in the FuelsManager system.

Step-by-Step:

- In the left treeview, click Logout. The Web Server Interface login screen appears.

Glossary

24-hour ticket	<p>A type of <i>transaction</i> whereby the total volume that has been recorded through a meter is recorded and posted as a single entry encompassing all activity within a twenty-four hour window.</p> <p>A 24hr. <i>ticket</i> is also used to compare the sum of fueling meter/vehicle dispensals against the total meter "turns" at system close out. It is the most accurate means to determine if into-plane <i>fuel</i> tickets are missing. (Does not affect <i>inventory</i>).</p>
adjustment transaction	A type of transaction that is entered to record a non-metered change in inventory. Examples include gain/loss, spill, or expansion.
API	See <i>American Petroleum Institute</i> .
American Petroleum Institute	(API) A trade association of petroleum producers, refiners, marketers, and transporters, organized for the advancement of the petroleum industry by conducting research, gathering and disseminating information, and maintaining cooperation between government and the industry on all matters of mutual interest.
API gravity	<p>A gravity scale established by the <i>American Petroleum Institute</i> and in general use in the petroleum industry, the unit being called "the A.P.I. degree." This unit is defined in terms of specific gravity as follows:</p> $(141.5 / \text{Specific Gravity } 60^{\circ} \text{ F}) - 131.5$
AST	Above-Ground Storage Tanks
ASTM	American Society for Testing Materials
base temperature	The <i>temperature</i> to which net volumes are <i>corrected</i> , typically 15° C or 60° F. See also <i>temperature-compensated</i> .

book inventory	<p>The amount of <i>fuel</i> inventory, expressed in either <i>gross volume</i> or <i>net volume</i> that is reflected in the account of a system <i>position holder</i> or the fuel system.</p> <p>To calculate book inventory, position holders start with the amount in the last physical inventory, then add or subtract all the transactions for that account since that inventory occurred. Book inventory is reflected in the <i>journal</i>. See also <i>inventory</i>, <i>transaction</i>.</p>
bulk issue	<p>A <i>disbursement</i> from a <i>load rack</i> or <i>hydrant</i> made to a third-party <i>vendor (customer)</i> where by the point of pickup is classified as the point of sale.</p>
carrier	<p>Entity that supplies <i>fuel</i> to the airport via pipeline, <i>truck</i>, barge, or rail.</p>
close-out period	<p>The time when the accounting activity ends for one period of time (day, month, or year) and simultaneously starts for the next. May also be known as “cut-shift”, “close-out” or “midnight inventory”. It is important that the time is defined so all book values such as <i>tank farm</i> receipts and into-plane issues are captured in the same accounting window. See also <i>receipt</i>, <i>issue</i>.</p>
closing (physical) inventory	<p>The total physical <i>fuel</i> in storage tanks, expressed in terms of the net or gross volume that is on hand at the closing of a fuels accounting period. The closing <i>inventory</i> must coincide with the next period (day, month, year...) <i>opening (physical) inventory</i> .</p>
commercial aviation inventory management	<p>See <i>inventory management</i>.</p>
consumer	<p>Any <i>customer</i> who acts as a purchaser in a fueling <i>transaction</i>.</p> <p>A consumer is the customer that consumes fuel. In FuelsManager Aviation, a consumer is the end user of the fuel.</p>

contract	Database entries representing the agreements that you have with vendors to receive <i>fuel</i> shipments. When you open contracts with vendors, you can enter the specific shipping information into the system. When you receive a <i>shipment</i> of fuel, you then enter a <i>receipt transaction</i> that keeps track of the contracts. This provides a method for tracking the amount of fuel received during a contract period, how much fuel is outstanding, etc.
corrected	Temperature-compensated to an agreed-upon standard <i>temperature</i> , typically 15° C or 60° F.
customer	<p>Any company that your fueling service is providing fueling services for. This can include any number of different roles in the <i>fuel</i> process. Within FuelsManager Aviation there are five customer roles: <i>consumer</i>, <i>owner</i>, <i>manager</i>, <i>vendor</i> and <i>supplier</i>.</p> <p>Customers are not limited to one role. For example, you can identify a company as a consumer and an owner.</p>
decrement	See <i>system debit</i>
defuel	<p>A <i>transaction</i> that moves <i>product</i> from the <i>destination</i> (aircraft) back to the <i>secondary storage</i> device (<i>truck</i>). A <i>consumer</i> can <i>request</i> this type of <i>transaction</i> for any number of reasons, including but not limited to the following:</p> <p>A change of flight plans may require the <i>fuel</i> to be used in a different plane.</p> <p>Maintenance problems may change the flight schedule and the fuel is no longer necessary.</p> <p>Reversing a <i>disbursement</i> performed out in the flightline by mistake.</p>
density	A measure of mass per unit volume.
destination	In FuelsManager Aviation, a destination is the final location to which the <i>fuel product</i> is being moved. In an aviation <i>disbursement</i> , this is the aircraft that is receiving the fuel in the <i>transaction</i> .
disbursement	See <i>issue</i> . See also <i>refuel</i> .

dispensal	See <i>issue</i> , also known as disbursement, dispersal, debit or withdraw.
ExStars	Excise Summary Terminal Activity Reporting System. An IRS electronic report.
FBO	Fixed-based operator. Airport businesses that offer aviation services and products such as aircraft rental, sales, fueling, flight instruction, and aircraft service and maintenance.
FIDS	<p>Flight Information Display System. Provides real-time information about aircraft movements. Typically specific to a particular airline or airport.</p> <p>FuelsManager Aviation can interface to FIDS via custom interface adapters to provide real-time data to dispatchers.</p>
fuel	A liquid hydrocarbon with a specific <i>density</i> range and characteristics, such as gasoline, Jet-A, and kerosene.
fuel farm	A collection of storage tanks used to hold <i>inventory</i> for a particular <i>customer</i> or group of customers.
fuel distribution system	The system that consists of <i>primary storage</i> , <i>secondary storage</i> , and pipeline manifold capacity (<i>line fill</i>).
gain	<p>An <i>inventory</i> position whereby the actual or physical <i>fuel</i> on hand in the fuel system (<i>physical inventory</i>) is more than the calculated <i>book inventory</i>.</p> <p>Common causes of “gains” are under-crediting physical receipts, overstating tank <i>inventory</i> (bad gauging), or meters that are out of tolerance.</p> <p>See also <i>dispensal</i>; <i>gain</i>.</p>
gravity	See <i>API gravity</i> .
gross volume	A measured quantity of fuel that is not temperature-compensated to 60° F or 15° C.
hydrant	Refueling equipment used to issue product to an aircraft. A hydrant does not store product.

Into-Plane provider	See <i>vendor</i> .
inventory	The amount of fuel within the <i>fuel distribution system</i> .
inventory account Management	See <i>inventory management</i>
inventory management	The process of accounting for a <i>product</i> for an airline <i>customer</i> throughout the distribution process, ensuring: quantity determinations and quality validations product availability security daily accountability
inventory manager	See <i>manager</i> .
inventory reconciliation	Comparing daily <i>physical inventory</i> transactions with the recorded transactions for that date (<i>book inventory</i>) to ensure that all <i>inventory</i> is accounted for. See also <i>transaction</i> .
invoice	A paper record of a <i>transaction</i> .
issue	In FuelsManager Aviation, an issue is a <i>transaction</i> that moves <i>product</i> from your <i>secondary storage (truck)</i> to a <i>destination</i> (aircraft), which is a standard refueling <i>transfer</i> . The volume in your truck decreases. Your <i>ledger</i> for the month will show this as a fuel sale. Also known as a disbursement.
journal	A view in FuelsManager that displays daily transaction totals and book inventory based on the selected month, <i>manager</i> , <i>owner</i> , and <i>product</i> .
ledger	See <i>journal</i> .

line fill	<p>The amount of <i>fuel</i> that is contained within the pipelines throughout a fuel facility. The total line fill shall be entered as a constant volume each day when calculating the <i>physical inventory</i> but considered unusable as it cannot be displaced without rendering the line/s inoperative.</p>
load rack	<ol style="list-style-type: none">1. The physical facilities used to <i>transfer fuel</i> from <i>primary storage</i> (tanks) to <i>secondary storage</i> (trucks).2. A FuelsManager Aviation <i>transaction</i> that records movement of <i>product</i> from primary to secondary storage.
loss	<p>An <i>inventory</i> position whereby the actual <i>fuel</i> on hand in the fuel system (<i>physical inventory</i>) is less than the calculated <i>book inventory</i>.</p> <p>Common causes of “losses” are missing tickets, missing dispersal information, over crediting physical receipts, understating tank inventory (bad gauging), meters that are out of tolerance that under measure system dispensals.</p>
manager	<p>The entity that is responsible for all aspects of aviation fuel <i>inventory management</i> and accountability:</p> <p>Receipt: coordination and validation</p> <p>Storage: availability</p> <p>Issue (Point of Sale (POS): controlled process and service</p> <p>Scheduling Re-supply: ensuring positive stocking levels for each <i>owner (position holder)</i></p>
meter reconciliation	<p>The process of comparing metered issues with a <i>24-hour ticket</i> in order to identify variances between posted transactions and the total <i>product</i> movement through delivery equipment over a 24-hour period.</p>
meter rotation	<p>A metered movement of fuel that is not actually issued and does not affect <i>book inventory</i> or <i>physical inventory</i>.</p> <p>These rotations may include meter proving operations or fueling vehicle testing where <i>fuel</i> is simply re-circulated or actual meter maintenance has taken place.</p>

metering device	An instrument, typically a flowmeter, that is used to measure the amount of <i>fuel</i> passing through it.
net volume	A measured quantity of <i>fuel</i> that is temperature-compensated (<i>corrected</i>) to 15° C or 60° F. by applying the <i>Volume Correction Factor (VCF)</i> .
opening (physical) inventory	The total physical <i>fuel</i> in storage tanks, expressed in terms of net or <i>gross volume</i> , that is on hand at the opening of a fuels accounting period. The opening <i>inventory</i> must coincide with the previous period (Day, month, year...) closing inventory. See <i>closing (physical) Inventory</i> .
owner	Any <i>customer</i> who owns <i>inventory</i> used in the <i>transaction</i> .
physical inventory	<p>The result of a physical measurement of your <i>fuel</i> distribution system. In FuelsManager Aviation, you enter a <i>physical inventory</i> transaction after the measurement is performed. Standard use of FuelsManager Aviation requires you to enter a physical inventory <i>transaction</i> at least once a month, at the end of the month.</p> <p>After entering the transaction, the system sets your beginning <i>book inventory</i> for the next month.</p> <p>See also <i>inventory</i>.</p>
pipeline manifold capacity	See <i>line fill</i> .
position holder	See <i>owner</i> .
primary storage	In FuelsManager Aviation, any holding device (tank) with the primary purpose of storing and holding <i>product</i> . Typically, this includes <i>fuel</i> tanks, but can include other types of storage devices as well.
product	See <i>fuel</i> .
product density	See <i>density</i> .

receipt	A <i>shipment</i> or delivery of <i>product</i> from a <i>supplier</i> that increases <i>inventory</i> .
reconciliation	See <i>inventory reconciliation</i> or <i>meter reconciliation</i> .
refuel	See <i>issue</i> .
request	In FuelsManager Aviation, a request is a request for a <i>shipment</i> of <i>fuel</i> from a <i>vendor</i> that you have a <i>contract</i> and contract line item with. After you enter a request, you can receive <i>product</i> from the vendor. You can also record a <i>receipt</i> without a request.
rolling stock	Generally refers to the sum of a <i>fuel</i> system's unallocated <i>inventory</i> that resides in the tanker trucks of authorized system users.
rotation	See <i>meter rotation</i> .
secondary storage	In FuelsManager Aviation, any device (<i>truck</i>) that holds the fuel <i>product</i> temporarily for the purpose of providing a <i>refuel</i> or <i>defuel</i> service. For example, a refueling truck would be considered secondary storage; it may take <i>fuel</i> from <i>primary storage</i> (tank) for the purpose of refueling vehicles on the flightline. Secondary storage vehicles may also perform defuels.
service provider	See <i>vendor</i> .
shipment	A movement of a large amount of <i>fuel</i> involving a <i>bulk issue</i> and a change of ownership. A shipment moves <i>product</i> outside the facility, usually via <i>truck</i> .
shipping mode	In FuelsManager Aviation, the shipping mode indicates how a <i>shipment</i> is received, such as by <i>truck</i> , tanker, train, etc.
storage (primary)	See <i>primary storage</i> .
storage (secondary)	See <i>secondary storage</i> .
supplier	The entity that provides the <i>product (fuel)</i> . Normally an oil company or broker.

system credit	<p>The posting of a positive (+) amount of <i>fuel (product)</i> into a <i>system user's</i> account that is expressed in terms of net and/or <i>gross volume</i>.</p> <p>A credit can also be posted to an account though an <i>adjustment transaction</i> to a <i>position holder's inventory</i>.</p>
system debit	<p>The posting of a negative (-) amount of <i>fuel</i> to a <i>system user's</i> account that is expressed in terms of net or <i>gross volume</i>.</p> <p>A debit can also be posted to an account though an <i>adjustment transaction</i> to a <i>position holder's inventory</i>. Sometimes referred to as a <i>decrement</i>.</p>
system gain	See <i>gain</i> .
system loss	See <i>loss</i> .
system throughput	<p>The amount of <i>fuel</i> that is dispensed from a fuel system during a specified period of time. The system throughput can be expressed in terms of <i>gross volume</i> or <i>net volume</i>. System throughput does not include receipts. Also called "throughput".</p>
system user	<p>An authorized entity that utilizes the <i>fuel</i> system. Typically a fuel <i>supplier</i>, into-plane agent or airline. Also known as "user".</p>
system variance, volume	<p>The total aggregate difference, positive or negative, between the <i>physical inventory</i> and <i>book inventory</i>. It should be calculated and allocated daily and is usually allocated based on the prorated percent of each position holder's daily use of the system. For example, if a <i>position holder</i> has fifty percent (50%) of the daily dispensals, they would be allocated fifty percent of the <i>gain</i> or <i>loss</i>.</p>
system variance, percent	<p>The total percentage difference, positive or negative, between the <i>physical inventory</i> and <i>book inventory</i>. The system variance percentage is calculated by dividing the total <i>system variance, volume</i> by the total <i>system throughput</i> for the same period of time (day, week, month, year).</p>

tank farm	See <i>fuel farm</i> .
tank temperature	The <i>temperature</i> of the <i>fuel</i> in a storage tank.
temperature	A measure of the thermal energy or heat of a substance. As the temperature of a substance increases, its volume increases and the <i>density</i> decreases.
temperature-compensated	See <i>corrected</i> .
ticket	Imprinted hard-copy record of a fueling <i>transaction</i> .
transaction	A general term used to denote any record of fuel movements.
transfer	An inventory <i>transaction</i> in which there is a change of title, but no physical change in <i>inventory</i> . Also called "transfer in tank."
truck	In FuelsManager Aviation, a refueling vehicle used on the flightline. Trucks are the typical <i>secondary storage</i> units. See also <i>refuel</i> .
twenty-four hour ticket	See <i>24-hour ticket</i> .
uncorrected	Not <i>temperature-compensated</i>
UST	Under-Ground Storage Tanks.
variance report	A summary of the <i>fuel</i> /system <i>inventory</i> gains and losses. Also known as gain/loss report. See also <i>gain</i> ; <i>loss</i> .
VCF	See <i>Volume Correction Factor</i> .
vendor	The entity responsible for delivering <i>fuel</i> to the <i>consumer</i> .

Volume Correction Factor	<p>A mathematical coefficient of thermal expansion that is multiplied by the <i>gross volume of fuel</i> to determine the <i>net volume</i> of fuel.</p> <p>The <i>tank temperature</i> and <i>density</i> (specific gravity or <i>API</i>) of the liquid will vary continuously from the <i>base temperature</i>.</p> <p><i>VCF</i> > 1.0000 if the fuel average tank <i>temperature</i> is > 60° F or 15° C</p> <p><i>VCF</i> < 1.0000 if the fuel average tank temperature is < 60° F or 15° C</p> <p><i>VCF</i> (= 1.0000) if the fuel average tank temperature is = 60° F or 15° C</p>
volume, gross	See <i>gross volume</i> .
volume, net	See <i>net volume</i> .

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Notes

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